



INTERIM USE PERMIT (IUP)

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

APPLICATION FEE: \$200

ESCROW: \$1,500*

NOTE: There is a separate application for Residential Dog Kennel IUPs and Mineral Extraction IUPs

*Consulting fees accrued from the City Engineer, City Attorney, etc. will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. Should the associated costs exceed the escrow, any outstanding amount will be billed to the applicant. The application fee is non-refundable.

NAME OF PROJECT (IF APPLICABLE): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

PROPERTY OWNER:

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

APPLICANT:

☐ SAME AS PROPERTY OWNER

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

PROPERTY OWNER SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

DATE SUBMITTED: _____

60 DAYS: _____

TOTAL FEE PAID: _____

120 DAYS: _____

ESCROW APPLICATION SUBMITTED: _____

Interim Use Permit (IUP)

Application Checklist

Submittals Checklist:

- ☐ **Signed Application**
- ☐ **Scaled Site Plan**
 - Show all current *and* proposed site conditions such as buildings, traffic circulation, signs, landscaping, dumpster enclosure location etc.
- ☐ **Building Elevations** (if applicable)
- ☐ **Certified Survey** (if applicable)
- ☐ **Narrative Statement**
 - What is the use you're applying for, what activities will be included in such use, how will it affect the community, how will it affect the direct neighborhood. Address potential noise, light glare, odors, fumes, etc.
- ☐ **Watershed Approval/Permit** (if applicable)
- ☐ **Fees & Escrow Deposit Paid**
 - Include a signed Land Use Escrow Application
- ☐ **Additional Information**
 - Any further information that you believe is relevant and helps explain the proposed use.

Note: Additional information may be requested by City Staff or City Consultants depending on the specifics of your application.

Land Use Escrow Application

Property Address: _____

Owners Name: _____ Phone: _____

Email: _____

Type of Land Use Application: _____

Person/Company paying the escrow	Person/Company receiving returned escrow (permission needed if different from the person/company paying the escrow)
Name: _____	Name: _____
Phone: _____	Phone: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

	Type of Land Use Application	Escrow Amount
	Comprehensive Plan Amendment, Conditional Use Permit/Amendment, Mineral Extraction Permit,	\$2,500
	Subdivision	\$2,000
	Rezoning, Interim Use Permit	\$1,500
	Variance, Sunrise Watershed Permit	\$1,000
	Lot Line Adjustment, Vacation	\$750
	Driveway Permit, Residential Kennel, Site Plan Review	\$500
	Administrative Variance	\$250
	Other:	Engineer Estimate

Escrow Information

Escrow is set aside for attorney, consulting, engineering and other misc. fees. If the City of Columbus is to acquire these fees while working on your Land Use Application, then you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned one the work has been approved. If the provided escrow does not cover the fees accrued by the City for your Land Use Application, you will be billed for any outstanding amount. In signing this application, you agree to pay all statements received from the City pertaining to additional application expense.

Escrow Payer Signature: _____ Date: _____

Planning/Building Department Staff: _____ Date: _____

City of Columbus

16319 Kettle River Blvd | Columbus, MN 55025

Phone: (651) 464-3120

CHAPTER 7A: SECTIONS 530 - 532

INTERIM USE PERMITS



7A-541. Interim Use Permit Process.

Interim Use Permits granted in this section shall be temporary in nature, valid in accordance with Section 7A-532. Interim Use Permits shall be granted to a designated person or entity, and are not transferable to other persons or entities.

- A. Applications for Interim Use Permits shall be filed with the Zoning Administrator together with a filing fee established by the City Council by ordinance. The application shall be forwarded to the Planning Commission for a public hearing. Notice of the hearing shall be published in the official newspaper at least ten (10) days prior to the hearing. Notification of the hearing shall be mailed to all owners of property within 350 feet of the affected property. The failure to give mailed notice to individual property owners, or defects in the notice shall not invalidate the proceeds, provided a bona fide attempt to comply with these procedures has been made. Following the public hearing, the Planning Commission shall make its findings and forward its recommendations to the City Council for final action on the application for an Interim Use Permit.
- B. Upon the expiration of Interim Use Permit term, an Applicant may reapply for an Interim Use Permit in the same manner as an initial application. Prior granting of an Interim Use Permit does not give an Applicant any vested right to a subsequent Interim Use Permit. Interim Use Permits shall conform to restrictions or conditions applicable to all uses in the district, and other conditions the City Council may determine are necessary to avoid conflict with surrounding land usage.
- C. Findings. The City Council shall make the following findings when issuing an Interim Use Permit:
 1. That the use is allowed in the District and conforms to the regulations of this Section;
 2. That the date or event that will terminate the use can be identified with certainty;
 3. That permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
 4. That the user agrees to any conditions that the City Council deems appropriate for permission of the use.

7A-531. Contents of Application for an Interim Use Permit.

An application for Interim Use Permit shall be filed with the Zoning Administrator by at least one owner or lessee of property for which such Interim use is proposed. At a minimum, the application shall contain the following information:

- A. Name, address, and phone number of applicant;
- B. Legal description of property and a survey if the description is other than either a regular platted Lot or a simple fractional share of a land section;
- C. Description of existing use;
- D. Zoning District;
- E. Description of proposed Interim Use;
- F. A plan of the proposed site for the Interim Use showing the location of all buildings, parking and loading areas, traffic access and traffic circulation, open space, landscaping, refuse and service areas, utilities, signs, yards, and such other information as the Board may require to determine if the proposed interim use meets the intent, and requirements of this Ordinance.
- G. A narrative statement evaluating the effect of such elements as noise, glare, odor, fumes, and vibration on adjoining property; a discussion of the general compatibility with adjacent and other properties in the District; and the relationship of the proposed use to the comprehensive Plan; and
- H. Such other information as may be recommended by the Zoning Administrator.

7A-532. Termination.

An Interim Use Permit shall terminate upon the happening any of the following events, whichever occurs first:

- A. The termination date stated in the permit;
- B. A governmental agency with authority for construction of public roadways requires the underlying property for roadway purposes;
- C. The accomplishment of an event which completes the term or fulfills the conditions of the permit;
- D. A violation of the conditions or terms of the permit; or
- E. A change in the zoning regulations that renders the use nonconforming.

Application Deadlines for 2025

Planning staff has ten (15) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff.

Application Deadline To be submitted by 4pm (30 days prior to PC meeting)	Planning Commission Meeting
Monday, December 16, 2024	January 15, 2025
Monday, January 6, 2025	February 5, 2025
Monday, January 20, 2025	February 19, 2025
Monday, February 3, 2025	March 5, 2025
Monday, February 17, 2025	March 19, 2025
Monday, March 3, 2025	April 2, 2025
Monday, March 17, 2025	April 16, 2025
Monday, April 7, 2025	May 7, 2025
Monday, April 21, 2025	May 21, 2025
Monday, May 5, 2025	June 4, 2025
Monday, May 19, 2025	June 18, 2025
Monday, June 2, 2025	July 2, 2025
Monday, June 16, 2025	July 16, 2025
Monday, July 7, 2025	August 6, 2025
Monday, July 21, 2025	August 20, 2025
Monday, August 4, 2025	September 3, 2025
Monday, August 18, 2025	September 17, 2025
Monday, September 1, 2025	October 1, 2025
Monday, September 15, 2025	October 15, 2025
Monday, October 6, 2025	November 5, 2025
Monday, October 20, 2025	November 19, 2025
Monday, November 3, 2025	December 3, 2025
Monday November 16, 2025	December 16, 2025

Planning Commission meetings are held on the 1st and 3rd Wednesday of the month unless a holiday falls on that day.

City Council meetings are held on the 2nd and 4th Wednesday of the month unless a holiday falls on that day.

Changes to meeting dates will be posted on the Columbus City website.