

3.11 Checklist

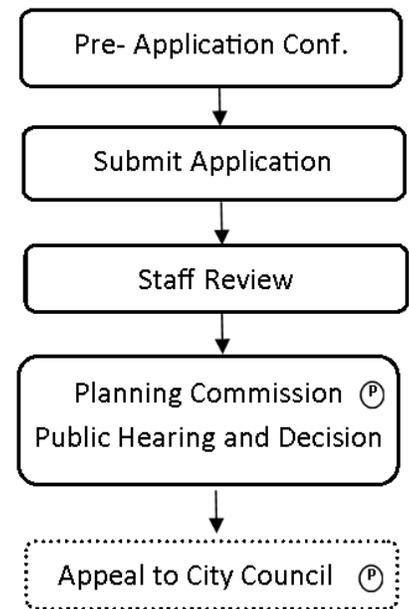
Special Use or Interim Use Permit - General

A special use permit applies to applications for those special uses listed for specific zone districts in Table 50-19.8 of the UDC. See UDC Section 50-37.10 for more information.

Starting the Application Process

- You must discuss proposed special or interim use permits with Planning Staff prior to submitting an application. Call 218-730-5580 to schedule a pre-application meeting, and make sure to get a Pre-App Verification at this meeting; you will need to submit this with your application. The pre-application meeting is intended to discuss the application process and general timeline. A comprehensive review of the proposed project is not possible at this meeting; detailed review of the project will occur once a complete application, with sufficient supporting information and exhibits, is submitted.
- Submit your application materials to the One Stop Shop, Room 100 City Hall, by the Planning Commission application deadline. Your application must include the following:
 - Application Cover Sheet and Applicable Fee
 - Pre-App Verification
 - Survey of the property (recommended); and a site plan with accurate depiction of the lot size, existing and proposed structures, parking, and any other relevant features (required)
 - Landscape or screening plan (if required) detailing species type and number of trees and shrubs. The City may require an escrow fee to ensure that the landscape is installed and maintained as approved.
 - Projects that may create more than 100 trips per hour or 1,000 trips per day will require a traffic study.
 - Statement about how the requested use is consistent with the comprehensive plan (12 guiding principles, future land use designation)
 - Statement about how the requested use will not have a negative impact on the community, with supporting evidence (such as photos) as needed
 - Any materials needed to confirm compliance with Use-Specific Standards in Section 50-20 or any Development Standards in Article 4, to be determined at the pre-application meeting:

Special Use Permit



Ⓟ Indicates Public Hearing Required

Important Dates

Application Deadline:

Sign Notice Placed:

Planning Commission:

Effective*:

**Please note that these dates are approximate guidelines and may change*

Materials for specific uses:

Solid waste disposal facility:

- A detailed plan for excavation, grading, dumping, filling, covering, landscaping, and closure of the facility
- Engineering certification, signed by the project engineer, which must certify that the design for construction is in accordance with standards in the UDC and State statutes
- Drainage plan that provides for diversion of surface water around and away from the disposal area and does not increase the rate of runoff, from the predevelopment condition, from the site onto adjoining properties
- Ground water monitoring plan as and if required by State statutes or rules
- A detailed dust control plan for the facility and for roadways in and leading to and from the facility

Mining, extraction and storage: A plan or map showing the area to be excavated; existing contour lines and proposed contour lines which will result from the excavation or removal; existing and proposed drainage on the premises; all street and public easements; proposed routes of access to public highways from the area to be excavated; and location, size and use of all buildings.

After Submitting Your Application

1. Determination of Completeness. Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

2. Public Notice. A mailed notice will be sent to property owners within 350 feet of the property.

You are required to post a sign notice on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; ***submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.***

3. Staff Review. Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a special use or interim use, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), surrounding land uses and zoning (including use-specific standards), individual factors that are unique or special to the proposal, compliance with any approved district plan for the area, and other related factors.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

4. Planning Commission Hearing and Decision. Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application. If approved, you will receive an Action Letter documenting approval.

Note that other City codes may apply to your project. Please be aware of any applicable Building Code (Construction Services Division), Fire Code (Life Safety Division), and stormwater/engineering (Engineering Division) regulations. The zoning approval may be only the first step in a several step process.

*If a **wetland delineation** is needed for the project to proceed, it must be reviewed and approved before any zoning application will be accepted.*

*If a **wetland replacement plan** is required for a project to proceed, it must have been submitted and accepted as a complete application before the project zoning application will be accepted.*