

CITY OF PEQUOT LAKES
CONDITIONAL USE APPLICATION

APPLICATION:

- A. Applicant shall complete Conditional Use Application provided by Zoning Department and submit to Zoning Department 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by nine (9) prints of site plan drawing complete with as a minimum the information from the attached Conditional Use Checklist.
- C. Application shall be accompanied by application fee made payable to the City of Pequot Lakes. **This fee does not cover the land use permit, which must be filed separately, if necessary.**

REVIEW:

- A. Planning and Zoning Department shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Application and supporting documents, the Zoning Department shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the conditional use application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision.

APP # _____
SF # _____
Date _____
(for office use only)

**CITY OF PEQUOT LAKES
CONDITIONAL USE APPLICATION**

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:		Title Holder of Property:
Legal Owner	()	_____
Contract Buyer	()	(Name)
Option Holder	()	_____
Agent	()	(Address)
Other	_____	_____
		(City, State, Zip)

Signature of Owner, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Parcel ID No. _____ Zoning District _____

Legal Description (if metes and bounds, attach sheet): _____

State nature of request in detail: (What are you proposing for the property?)

What changes (if any) are you proposing to make to this site?
Building: _____

Landscaping: _____

Parking/Signs: _____

Pursuant to the Pequot Lakes City Ordinance, Section 170.050, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

- (2) Describe character of the area and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

- (6) Discuss any environmental limitations of the site or area.

ECONOMIC DEVELOPMENT COMMITTEE

CITY OF PEQUOT LAKES
CUP CHECKLIST

***** The following information must be received by the City at least thirty (30) days prior to the next Planning Commission meeting.** The City then has ten (10) days to determine if the application is complete or not. If the application is determined incomplete, applicant will be notified.

- _____ Completed application
- _____ Fee (Non-refundable City fee, plus separate recording fee for CWC)
- _____ Nine prints of site plan (11x17 maximum size)
- _____ Sewer Compliance Inspection (if ISTS)
- _____ All current City charges paid
- _____ Site plan with the following information, as a minimum (unless waived by P&Z Department):
 - _____ Legal Description of Site
 - _____ Site plan, prepared by licensed surveyor, showing parcel, dimensions and 10 foot contours (smaller contour intervals may be required in steep slope areas or when deemed necessary by the P & Z Department, Planning Commission or City Council)
 - _____ Location of all structures and their square footage
 - _____ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
 - _____ Proposed landscaping and screening plans
 - _____ Proposed Drainage Plan
 - _____ Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
 - _____ Soils data
 - _____ Location of the subject property (a copy of the tax map can be used)
 - _____ Name of record owner/title holder of property

- _____ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- _____ Approximate location of any proposed signs

The following takes place once the application has been determined complete:

- _____ City publishes Public Hearing Notice in newspaper
- _____ City mails Public Hearing Notices to neighboring parcel owners within 350 feet of subject property.
- _____ One week prior to Planning Commission meeting, Staff Report will be available at City Hall or on the website.
- _____ Planning Commission meeting: Planning Commission holds a public hearing and makes decision on CUP within the required timeframe.

**** When costs associated with processing or reviewing an application exceed the original application fees, the applicant shall reimburse the City for any additional costs.**

CITY OF PEQUOT LAKES CONTACT INFORMATION

City of Pequot Lakes

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