

**CITY OF PEQUOT LAKES**  
**INTERIM USE PERMIT APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Interim Use Permit Application provided by Zoning Department and submit to Zoning Department 30 days prior to scheduling public hearing.
- B. 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 Interim 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 the 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 interim use application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision.

**CITY OF PEQUOT LAKES**  
**INTERIM USE PERMIT APPLICATION**

Application # _____
Circle one: Approved, Denied or Incomplete
Date: _____
(for office use only)

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:

Legal Owner ( )

Contract Buyer ( )

Option Holder ( )

Agent ( )

Other \_\_\_\_\_

Title Holder of Property:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(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# (list all involved): \_\_\_\_\_

Zoning District: \_\_\_\_\_ (Ag or FM)  
Agriculture (Ag) & Forest Management (FM) are the only zones allowed for IUP

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 Interim 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.

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- (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?

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

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

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- (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?

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

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- (7) Provide your approximate end date for this project.

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**Zoning Administrator Signature**  
Signature = complete application, moves to a Public Hearing

**Date considered complete**

**CITY OF PEQUOT LAKES**  
**IUP 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. The applicant will be notified either way once the determination has been made.

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Fee (Non-refundable City fee. If permit is approved, there is a separate recording fee for CWC)
- \_\_\_\_\_ Four prints of site plan (11x17 maximum size)
- \_\_\_\_\_ Sewer Compliance Inspection (if ISTS)
- \_\_\_\_\_ All current City charges paid (Utility bills, Violation fees, etc.)
- \_\_\_\_\_ 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.

\_\_\_\_\_ The week prior to Planning Commission meeting, Staff Report will be available on City Hall website.

\_\_\_\_\_ Planning Commission meeting: Planning Commission holds a public hearing and makes decision on IUP 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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