



CONDITIONAL USE PERMIT APPLICATION

City of New Ulm Community Development Department

100 North Broadway
New Ulm, Minnesota 56073
Web Site: www.newulmmn.gov

Telephone: (507) 359-8245
Fax: (507) 359-9752
Hours: M-F 8 a.m. – 4:30 p.m.

APPLICATION FEE: \$200.00 Make check payable to "City of New Ulm."

Date received: _____

Application fee must be provided at the time of application.

Fee paid: _____

Please print.

APPLICANT

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ PHONE NUMBER: _____

PROPERTY OWNER (If different from Applicant)

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ PHONE NUMBER: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

FULL LEGAL DESCRIPTION: _____

CURRENT ZONING DISTRICT: _____ ACREAGE/SIZE: _____

CURRENT USE OF PROPERTY: _____

DESCRIPTION OF REQUEST: _____

(If more space is needed,
attach a separate sheet.)

INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION

- | | |
|--|---|
| <input type="checkbox"/> SITE PLAN | <input type="checkbox"/> LANDSCAPE/SCREENING PLAN (IF APPLICABLE) |
| <input type="checkbox"/> SITE PHOTOS | <input type="checkbox"/> SIGN PLAN (IF APPLICABLE) |
| <input type="checkbox"/> BUILDING PLAN (IF APPLICABLE) | |
| <input type="checkbox"/> PARKING PLAN (IF APPLICABLE) | |

NOTE: Unless waived by the Community Development Department, a site plan is required to accompany this application. The site plan should indicate the lot(s) and the location of existing and proposed buildings, curb cuts, driveways, parking spaces, sidewalks, landscaping and screening, finished grading and drainage, outdoor storage spaces and signage.

Planning Commission Meeting Date: _____

AUTHORITY TO FILE APPLICATIONS

Unless otherwise specified in the City Zoning Ordinance, applications may be initiated by:

1. The owner of the property that is the subject of the application;
2. The owner's authorized agent;
3. The City

INTERIM USE PERMIT APPLICATION AND REVIEW PROCEDURES

The City's established Interim Use Permit Application and Review Procedures can be found in its full extent in Section 2.4.E of Appendix A (Zoning Ordinance) of the City Code.

DETAILED APPLICATION REQUIREMENTS

All Conditional Use Permit Applications shall be in accordance with Section 2.3, General Review Procedures and Requirements of the Zoning Ordinance.

In addition to the general review requirements, applications for an Interim Use Permit shall include the following:

1. A written narrative from the applicant fully explaining the proposal, its operation and intensity, potential impact on surrounding properties, and site or building improvements necessary to conduct the use.
2. A statement from the applicant with the date or event that will terminate the interim use.
3. A map showing the general location of the proposed use within the community and site plan.
4. Development plans for the proposed use showing all information deemed necessary by the Community Development Department to ensure that the City can determine whether the proposed use will conform to all City Code standards.
5. If deemed necessary by the Community Development Department, a land survey may be required to be submitted with the application in addition to or in lieu of a site plan.
6. Any other information that may be reasonably required by the City to evaluate the application.

APPLICATION

Applications are to be submitted to the Community Development Department. Offices are open Monday through Friday from 8:00 AM to 4:30 PM.

DEADLINE FOR APPLICATION

Complete applications need to be submitted to the Community Development Department at least 15 days before the Planning Commission meeting. This allows the City of New Ulm time to notify surrounding property owners of the date of the hearing and details of the variance and meet public hearing noticing requirements as provided by State Law.

NOTICE OF PUBLIC HEARING

Notice is mailed to all property owners that are located within 350 of the site. Notice is mailed 10 days prior to the hearing.

MEETINGS AND PUBLIC HEARINGS

Meetings of the Planning Commission are scheduled on the last Thursday of the month. Meetings are held at 4:30 PM in the City of New Ulm Council Chambers, 100 North Broadway. The Planning Commission may approve, deny or amend the variance request and establish conditions to ensure compliance with the request and protect surrounding property owners.

STAFF REPORT

After review of the application and site visit, staff will prepare a report to the Planning Commission. This report, along with support documentation, are sent to the Planning Commission in advance of the meeting. Commission members may visit the site before the meeting. All application materials, emails and written information are public information, and may be used in the staff report and distributed to the public.

REQUIREMENTS FOR APPROVAL

The City's Land Use Regulations provide standards to evaluate your request for a Conditional Use Permit. An incomplete application will not be accepted. Please answer the following questions as they relate to your request. If more space is needed, attach a separate sheet.

1. Is the proposed use allowed as a conditional use in the zoning district for which it is proposed?
Yes () No () Why or why not? _____

2. In your opinion, is the conditional use consistent with the applicable policies, recommendations and regulations of the City's Comprehensive Plan, other adopted land use studies and Appendix A (Zoning Ordinance)?
Yes () No () Why or why not? _____

3. In your opinion, will the conditional use adversely impact nearby properties through nuisance, noise, traffic, dust, odor or unsightliness, and will not otherwise adversely impact the health, safety or welfare of the community?
Yes () No () Why or why not? _____

4. In your opinion, will the conditional use be injurious or hazardous to the use and enjoyment of nearby properties in the vicinity or impede the normal and orderly development and improvement of surrounding property for uses permitted in the district?
Yes () No () Why or why not? _____

5. In your opinion, will the conditional use be designed, constructed, operated and maintained in a manner that is compatible in the appearance with the existing or intended character of the surrounding area?
Yes () No () Explain. _____

6. In your opinion, will the conditional use substantially diminish or impair the value of neighboring properties?
Yes () No () Explain. _____

7. In your opinion, will the site be adequately served by and will not impose a burden on essential public facilities and services, including utilities, streets, drainage, police and fire protection and schools?
Yes () No () Explain. _____

8. In your opinion, will the development and operation of the conditional use create excessive additional requirements at public cost for facilities and services and will not be detrimental to the economic welfare of the community?
Yes () No () Explain. _____

9. In your opinion, have adequate measures been taken to minimize traffic congestion in the public streets and provide for adequate on-site circulation of traffic, parking and loading spaces generated by the conditional use?
Yes () No () Why or why not? _____

10. Will the conditional use result in the destruction, loss or damage of a natural, scenic or historical feature of major importance to the community?
Yes () No () Explain. _____

11. In your opinion, have impacts such as noise, odor, hours of activity, outdoor lighting and sight pollution generated by the conditional use been sufficiently addressed to mitigate impacts on nearby uses?
Yes () No () Explain. _____

12. In your opinion, do the benefits of the use outweigh the potential negative effects to the surrounding properties or community?
Yes () No () Explain. _____

13. In your opinion, will the use be required to adhere to any additional criteria outlined in Section 9.2 of Appendix A for the proposed use?

Yes () No () Explain. _____

The Planning Commission and City Council must make an affirmative finding on all criteria listed above in order to grant a Conditional Use Permit. The Applicant has the burden of proof to show that all of the criteria above have been satisfied.

The undersigned certifies that he/she is familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances. (Both signatures are required if the Applicant is not the Property Owner.)

Applicant's Signature

Date

Property Owner's Signature

Date