



INTERIM USE PERMIT APPLICATION

City of New Ulm Community Development Department

100 North Broadway
New Ulm, Minnesota 56073
Web Site: www.newulmmn.gov
Email: communitydev@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."
Application fee must be provided at the time of application.

Date received: _____
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: _____

ACREAGE/SIZE: _____

CURRENT ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____

DESCRIPTION OF REQUEST (If more space is needed, attach a separate sheet.): _____

DATE OR EVENT THAT WILL TERMINATE THE INTERIM USE: _____

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

- 2. In your opinion, is the interim use consistent with the City's Comprehensive Plan?
Yes () No () Why or why not? _____

- 3. Please identify the date, event or change in circumstances that will terminate the interim use _____

- 4. Do you agree to all conditions that the City Council deems appropriate to allow the use, including a condition that the owner may be required to provide an appropriate financial surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use permit?
Yes () No () Why or why not? _____

- 5. In your opinion, will the interim use hinder the permanent development of the site?
Yes () No () Why or why not? _____

- 6. In your opinion, will the interim use create an excessive burden on existing parks, schools, streets and other public facilities which serve or are proposed to serve the area?
Yes () No () Why or why not? _____

- 7. In your opinion, will the interim use be served by adequate utilities, access roads, drainage and necessary facilities have been or will be provided?
Yes () No () Explain. _____

- 8. The applicant understands that they will have to sign a consent agreement stating that the applicant, owner, operator, tenant and/or user has no entitlement to future reapproval of the interim use permit as well as agreeing that the interim use will not impose additional costs on the public if it is necessary for the public to fully or partially take the property in the future?
Yes () No () Explain. _____

- 9. In your opinion, will the interim use cause or impose additional costs to the City of New Ulm?
Yes () No () Explain. _____

The Planning Commission and City Council must make an affirmative finding on all criteria listed above in order to grant a Interim 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