



CONDITIONAL USE PERMIT APPLICATION

Date: _____

The Nisswa Planning Commission/Board of Adjustment will require the property owner/developer to submit the following information to the Nisswa Planning & Zoning Administrator by _____ for the Planning Commission/Board of Adjustment meeting on _____.
(application deadline)

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a variance is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: _____ Phone #: _____

Mailing Address: _____

Applicant is: Legal Owner Contract Buyer Option Holder Agent

Title Holder of Property and mailing address: _____

Location (street address) of property involved in this request: _____

Legal description of property involved in this request (if lengthy provide copy of abstract, or certificate of title, or warranty deed): _____

Sec. _____ Twp. 135 Rge. 29 Parcel ID: _____

Zoning District: _____

II. Current survey prepared by a licensed land surveyor with the following information:

- _____ a) Marked iron pipe boundary monuments
- _____ b) Ten foot minimum contours for residential, two foot minimum contours for commercial
- _____ c) Surface water features and wetlands delineated
- _____ d) Location of all existing and proposed buildings and outside display and storage areas with front, rear, and side yard setbacks
- _____ e) Square footage of all existing and proposed buildings
- _____ f) Existing and proposed curb cuts, driveways, access roads, and parking including number of spaces, off street loading, and sidewalks
- _____ g) Proposed landscaping and screening plans
- _____ h) Proposed drainage plan (runoff calculations prepared by Licensed Engineer for commercial property only)
- _____ i) Impervious coverage calculations
- _____ j) Proposed and existing sanitary sewer and water supply plans

- _____ k) Location of all existing known easements including width and purposes
- _____ l) Proposed signing and lighting

Survey shall not be drawn at a scale smaller than one inch equals 100 feet. Four survey size copies **and** one 8-1/2 x 11 or 11 x 17 copy required.

III. Floor plans and elevations

- _____ a) Floor plans showing dimensions of all proposed rooms and areas identifying the proposed uses
- _____ b) Elevations of the proposed building identifying exterior treatment, materials to be used and color of paint (if different than existing building)
- _____ c) UBC conformance certification by licensed architect for all commercial buildings exceeding 1500 s.f. in area

Floor plans shall not be drawn at a scale smaller than 1/8" equals one foot. Four scale size **and** one 8-1/2 x 11 or 11 x 17 copy required.

IV. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for \$300.00 for residential applications and \$350.00 for commercial applications. This fee does not cover the land use permit which must be filed separately, if approved.

Other information may be required depending upon the circumstances.

Note: The applicant shall be responsible for all the City's professional costs in reviewing the proposal, including but not limited to legal, engineering, planning, and financing assistance. A development contract, prepared by the City Attorney, may be required by this ordinance.

V. Signature of Owner(s), authorizing application: _____
(By signing, the owner(s) is certifying that they have read and understood the submission requirements and application)

AND

Signature of Applicant (if different than owner): _____
(By signing, the applicant is certifying that they have read and understood the submission requirements and application)

Planning & Zoning Administrator

Date Received

_____ Copy of conditional or interim use ordinance provided to applicant.

It shall be the property owner's responsibility to secure necessary concurrent permits from the Department of Natural Resources, Thirty Lakes Watershed, MPCA, etc. Approval by the City does not imply approval by other agencies.