



INTERIM USE PERMIT APPLICATION PROCEDURES

The City of Empire Dakota County, Minnesota

1. Obtain this Interim Use Permit Application form from the Clerk-Administrator or at the City Hall.
2. Complete the application and provide the required documentation.
 - A public hearing will be set with the City of Empire Planning Commission.
 - A notice for the Public Hearing must be published in the official City of Empire newspaper at least 10 days prior to the scheduled public hearing date.
 - A notification by mailing to adjacent property owners within 350 feet of the subject parcel, or the nearest ten property owners, whichever is greater, will also be notified.
3. The City of Empire Planning Commission will make a recommendation to the City Council. The City Council must take action on the Application within 60 days based upon the recommendations of the Planning Commission, unless the review period is extended in writing to 120 days.

NOTICE

The City of Empire has adopted a policy that requires reimbursement of costs associated with the review of any development proposals under consideration by the City. These costs may include planning, engineering and legal fees. Payment of fees associated with reviews, in addition to the permit fees, will be the responsibility of the applicant, and payment will be required prior to issuance of a permit by the City of Empire.

The Planning Commission meets the first and third Tuesdays of the month at 8:00 pm at the City Hall, 3385 197th Street W., Farmington, MN

Phone (651) 463-4494 Fax (651) 463-4620

INTERIM USE PERMIT APPLICATION
The City of Empire
Dakota County, MN

Applicant: _____ Phone: () _____
 Last Name First MI

Address: _____

Owner (If different from applicant): _____

Legal Description of Property: Section: _____ City: _____ Range: _____
 Lot: _____ Block: _____ Addition: _____

Metes and bounds description attached: _____

Parcel size: _____

Existing Zoning Classification: _____ Current Use of Site: _____

Please describe the nature of the Interim Use Permit Request (Description and Purpose):

In considering the issuance of an Interim Use Permit, the City of Empire will review all relevant regulations in the City Zoning Ordinance and evaluate the Interim Use Permit request in terms of the following considerations, in addition to the provisions of Sections 7.24, 7.33, 7.43, 7.53, and 7.73 of the City of Empire Zoning Ordinance.

- 1) The maintenance of safe and healthful conditions;
- 2) The prevention and control of water pollution, potential disease, contamination, and unsanitary conditions created by proposed water, sanitation or other treatment systems;
- 3) The natural features of the site, including but not limited to, the erosion potential of the site based upon the degree and direction of slope, soil type, vegetative cover, and wetlands;
- 4) The effect on existing and anticipated traffic conditions and road access;
- 5) The compatibility of the proposed use with existing and anticipated development of adjacent lands;
- 6) The availability of reasonable alternative locations for the proposed use, other than the proposed property;
- 7) Consistency with established standards, regulations, or ordinances of other governmental agencies.

Please describe actions to be taken in regard to the siting, design, construction, and operation of the proposed development to reduce or eliminate the concerns expressed in the above criteria.

- 1) _____

- 2) _____

- 3) _____

- 4) _____

- 5) _____

- 6) _____

- 7) _____

SITE PLAN:

Attach 12 sets of detailed plans to illustrate the proposed use including but not limited to the following:

- 1. Boundary survey of parcel including identification of all monuments.
- 2. Scaled location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing.
- 3. Scaled identification of all setback dimensions from property lines.
- 4. Scaled locations of all existing and proposed utilities and easements.

5. Scaled depictions of floor plans for each story.
6. Scaled depictions of each building elevation and descriptions of exterior building materials and color schemes.
7. Scaled site grading plans, including erosion and sedimentation control mechanisms and procedures.
8. Scaled delineations of any shoreland, floodplain or wetland areas on the site.
9. Identification of any floodplain or wetland encroachments and detailed mitigation plans.
10. Detailed landscape plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation systems.
11. Detailed descriptions of any site fencing, including type, location and height.
12. All plans shall be dated and bear the preparer(s) name(s), including professional registrations or certifications when appropriate or required.

The Planning Commission may waive certain submittal requirements based upon information that may be on file in the City of Empire or is determined unnecessary for consideration of the CUP.

Non-refundable Application Fee:	\$250.00
Consultant Escrow:	<u>\$1200.00</u>
Total:	\$1450.00

AGREEMENT: I hereby certify that the information contained herein is correct, and if granted the Interim Use Permit, agree to perform the proposed work in accordance with the description set forth in this Application and according to the additional provisions of the Ordinances of the City of Empire. I further agree that: 1) any plans and specifications submitted herewith shall become a part of the Interim Use Permit Applications, and 2) all permit fees and other costs to review the applications that are incurred by the City of Empire for professional consultants will be paid prior to issuance of the Interim Use Permit.

Dated: _____ **Signature of Applicant:** _____

Signature of Owner (If different from applicant): _____

Application and Fee Received: _____