

City staff use only:
 Project #: _____
 Submitted by: _____
 60 Days: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

INTERIM USE PERMIT (IUP) APPLICATION

Site Address:			
Legal Description of the Property:			
Lot:		Block:	
Addition:			
PIN:			
Is the property Abstract: <input type="checkbox"/> or Torrens: <input type="checkbox"/> <i>(to verify call the Anoka County Assessor's Office at (763)323-5400 with the property PIN number)</i>			
Description of the Request:			
Will this request require hauling of material?		*Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
Will material be hauled to and from this site?		*Yes: <input type="checkbox"/>	No: <input type="checkbox"/>
<i>* If you answered 'Yes' to either question, then a haul route will be required as part of your application.</i>			
Applicant:			
Applicant _____		Phone _____	
Contact Person _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Property Owner (Fee Owner) If different than applicant:			
Property Owner : _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Signature _____		Date _____	
Please note: If the <u>property owner</u> has not signed the application, the application is incomplete.			
The following section is for City staff use only:			
Fee Paid _____	Date Paid _____	Receipt No. _____	
Submittal date: _____		60 Day date: _____	120 Day date: _____

INTERIM USE PERMIT (IUP) APPLICATION

Note: The following is information that all applicants should read and understand.

STANDARDS FOR GRANTING A CONDITIONAL USE PERMIT REQUEST

The Planning Commission shall recommend an interim use permit, and the Council shall issue such interim use permit only if it finds that such use at the proposed location:

- (1) Will not create an excess burden on parks, streets, and other public facilities.
- (2) Will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.
- (3) Will not have a negative effect on values of property and scenic views.
- (4) Will not impose additional unreasonable costs on the public.
- (5) Will be subjected to, by agreement with the owner, any conditions that the City Council has deemed appropriate for permission of 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.

INTERIM USE PERMIT PROCESS

The public hearing, public notice and procedural requirements for interim use permits shall be as provided in City Code 12-15-8. The City Council shall act upon the interim use permit within sixty (60) days from the date of submission of a complete application unless an extension has been provided pursuant to Minnesota Statutes 15.99. Approval of a request shall require a four-fifths (4/5) vote of the entire City Council.

- A Public Hearing Notice will be sent out to all property owners and residents within 350' feet of the applicants' proposed property.
- A sign stating "Proposed Land Use Change" is placed on the applicants' property to inform interested residents of the public hearing. (For Public Hearing information please call the informational hotline at (763) 767-5126).
- City staff will conduct an on-site inspection which includes taking pictures of the property for the Planning and Zoning meeting.
- A staff report is prepared on the Friday before the Planning and Zoning Commission meeting. This report can be obtained by calling City Hall (755-5100). **It is important that the applicant attends the Planning and Zoning meeting.**
- Questions may be addressed to the applicant from the public or commission members.
- The Planning and Zoning Commission will vote to forward the item to the City Council with a recommendation for approval or denial. The Commission may also table the item to obtain further information.
- The City Council will make a final decision on the item.