



Date Received by City: _____
Application Number: _____
Fee Paid (Non-refundable): _____
Check # _____ Cash _____ CC _____

Conditional Use Permit Application

Application Information

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Email _____

City, State, Zip _____

Property ID _____ Zoning District _____

Applicant is:

Legal Owner ()

Contract Buyer ()

Option Holder ()

Agent ()

Other _____

Title Holder of Property: *(if not applicable)*

(Name)

(Address)

(City, State, Zip)

Signature of Owner, authorizing application (required): _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

State nature of request in detail: (What are you proposing for the property? If a new structure indicate the use of the structure, height, total sq. ft and foundation type.)

The applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects. Please complete all of the following questions:

(1) Describe whether safe and healthful conditions can be maintained.

(2) Describe how water pollution, including sedimentation accumulation, can be prevented and controlled.

(3) Describe whether existing topographic and drainage features and vegetative cover on the site can prevent or control runoff.

(4) Describe whether the location of the site has access to existing or future roads.

(5) Describe whether the proposed conditional use is compatible with the uses on adjacent land.

(6) Describe whether the proposed condition use is compatible with a desirable pattern of the development in the area.

(7) Describe whether the proposed sewage treatment system is adequate to contain amount of liquid wastes to be generated by the proposed conditional use.

Application

- A. Applicant shall complete Conditional Use Application provided by the City and submit to the City at least 30 days prior to the scheduled public hearing.
- B. Application shall be completed with as a minimum the information from Conditional Use Checklist.
- C. Application shall be accompanied by application fee made payable to City of Manhattan Beach. A recording fee is to be made out the Crow Wing County. This fee does not cover the Land Use Permit, which must be filed separately, if necessary.
- D. The Planning Commission holds their monthly meeting on the third Tuesday of the month at 6:30 PM at City Hall. Meetings are held as needed, so coordinate with the Zoning Administrator for placement on the agenda.

Review

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Application and supporting documents, the City/Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified of the date and time of the public hearing.
- C. The Zoning Administrator may conduct a site visit of the property to familiarize him or herself with the property and to verify that the requirements of the Ordinance, such as setbacks, can be met.
- D. Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall or by request typically one week prior to the scheduled meeting date.
- E. The City shall publish notice of the public hearing in the official newspaper at least 10 days prior to the date of the public hearing. If the proposed use is in a Shoreland area, the Zoning Administrator shall send the same notice to the Department of Natural Resources postmarked 10 days prior to the date of the public hearing.
- F. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

Action

- A. The Planning Commission shall hold a public hearing on the conditional use application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission, by majority vote, shall make a recommendation to the City Council for approval or denial of the Conditional Use Permit. The application can be approved, denied, or tabled in order to gather additional information.
- C. Recommendations of the Planning Commission are taken to the City Council for final action.

Conditional Use Application Checklist

- _____ Completed application, including signature of property owner
- _____ Fee
- _____ Sewer Compliance Inspection Report, if SSTS
- _____ All current City charges paid
- _____ No outstanding violations
- _____ Certificate of Survey (completed by a licensed land surveyor)
- _____ Site plan as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator) *:
 - _____ Legal Description of Site (can be located on most property tax statements)
 - _____ Size of parcel and dimensions
 - _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
 - _____ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks, walkways or docks.
 - _____ Proposed landscaping, screening, grading and drainage plans.
 - _____ Plan showing topography, contours, soil types, groundwater conditions, bedrock and vegetative cover
 - _____ Name of record owner/title holder of property
 - _____ Approximate location of any proposed signs

* Under certain circumstances, the Planning Commission may require additional information to aid in their decision making.

Contact Information

Planning and Zoning
Administrator:

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