



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

Interim Use Permit

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 Interim Use will cause no significant adverse effects. Please complete all of the following questions:

(1) Is the proposal consistent with the purpose and intent of the applicable city ordinances and Comprehensive Plan?

(2) Will the proposal cause any adverse effect on adjacent property?

(3) Will the proposal cause a density of land use greater than otherwise allowed under City Ordinances?

(4) Will the proposal impede the normal and orderly development and improvement of the surrounding property for use predominant in the area?

(5) Is the proposal's location, nature and character consistent with a desirable pattern of development?

(6) Is the proposal developed so as to prevent soil erosion, prevent pollution of public waters during and after construction?

(7) Is the proposal developed and sited as to minimize visual impact from public waters?

(8) Does the proposal have adequate water supply and on-site sewage treatment?

(9) Does the proposal generate a compatible use for public waters in regards to watercraft?

(10) Does the proposal minimize the cumulative effect on shoreland/lake ecology, wetlands, vegetation removal, docks and sand blankets?

(11) Please provide the date or event signifying the cessation/end of business operations.

Application

- A. Applicant shall complete the Interim 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 the Interim Use Checklist.
- C. Application shall be accompanied by application fee made payable to City of Manhattan Beach. 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 Interim 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 Zoning Administrator 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 Township 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 and make a determination of findings to be presented to the City Council..
- B. 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.
- D. An Interim Use Permit shall expire one (1) year after the issued date, unless the applicant has officially begun operations of the proposed Interim Use. An Interim Use shall expire one (1) year after the continuous cessation of the Interim Use for one (1) year.
- E. If and when the City Council issues any Interim Use Permit, it will specify the date or event that will terminate the validity and effect of that Interim Use Permit. Any and all Interim Use Permits shall be personal to the individual(s) or business entity they are issued to. Interim Use Permits are not transferrable or assignable to any other person, tenant, new owner, renter, or other occupant of any such home. Interim Use Permits do not run with the property and cannot be transferred to any other property. Any Interim Use permit may be terminated by a change in zoning regulations.

Interim 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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Staples, MN 56479

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City Clerk:

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