



Conditional Use Permit Application

FEE: \$400 **Date Received** _____

Applicant: _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner: _____

Phone: _____ Email: _____

Mailing Address: _____

PROJECT INFORMATION:

Project/Development Name _____

Project Location _____

Parcel Identification Number (PIN): _____

Legal Description of Property (attach a separate document if needed): _____

Purpose of Conditional Use Permit: _____

Hours of operation, including days and times: _____

Submission Requirements:

Application for a Conditional Use Permit shall be on this form and include the established application fee. The application and copies of the site plan shall be submitted three (3) weeks prior to the next Planning Commission meeting. Ten (10) 11x17 copies of the site plan drawn to scale, along with an electronic copy to scale showing the property dimensions, wetlands, floodplains, grading and drainage, landscaping, location of utilities, location of all existing and proposed buildings and their sizes, including square footage; location of all existing and proposed curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks must be submitted in the initial application. The City may request additional data deemed reasonable and necessary related to the conditional use.

A written narrative outlining the Conditional Use requested, along with any information explaining the operation is required to be submitted as part of your application.

Review and Decision by the City Council.

The City Council shall review the application after the Planning Commission has made its recommendation and will make a final determination to either approve or deny the application. In the granting of approval, the City Council may impose conditions regarding the location, character and other features of the proposed building, structure or use as it may deem necessary.

This application must be signed by all owners of the subject property.

We, the undersigned, have read and understand the above and that we are responsible for reimbursing the City for any additional legal, engineering, building inspection or planning fees related to the Conditional Use.

Signature of Applicant Date

Signature of Owner (s) Date

Questions: Phone (320) 229-9424. Submit completed application to:

St. Joseph Government Center
75 Callaway St E
St. Joseph, MN 56374