



## Interim Use Permit Application

**FEE: 400**

**Date Received** \_\_\_\_\_

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Applicant \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### **PROJECT INFORMATION:**

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Project/Development Name \_\_\_\_\_

Project Location \_\_\_\_\_

Parcel Identification Number (PIN): \_\_\_\_\_

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

Description of Request: \_\_\_\_\_

Hours of operation, including days and times: \_\_\_\_\_

Describe existing and proposed lighting of the property? \_\_\_\_\_

Will any exterior display or signs be used? \_\_\_\_\_

Will there be any exterior storage for the interim use? \_\_\_\_\_

**Submission Requirements:**

Application for an Interim 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/structures 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 Interim 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 Interim Use.

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Signature of Applicant Date

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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