

APPLICATION FOR CONDITIONAL USE PERMIT
General Application

Maine Prairie Township
751 Dellwood Road
Kimball, MN 55353
320-398-2905

Application Fee: \$ _____ File No. _____ Receipt No. _____

Property Owner _____	Phone _____
Property Owner Email _____	
Address of Property _____	
Mailing Address _____	
Applicant (if different from above) _____	Phone _____
Applicant Email _____	
Applicant Mailing Address _____	
Parcel I.D. Number(s) _____	Township _____ Section _____
Legal Description _____	

Structures and facilities may be required to meet the Handicap Accessibility Code portion of the State Building Code, Minnesota Rules, chapter 1341.

Primary Zoning District _____ Section of Ordinance _____
Proposed Use _____ Section of Ordinance _____

Staff to Complete
Overlay Districts
<input type="checkbox"/> Floodplain <input type="checkbox"/> Airport <input type="checkbox"/> Conservation Overlay
<input type="checkbox"/> Shoreland: Water Body Name/Number _____ Classification _____

1. Detailed Description of Request. Include current and proposed uses and structures you plan on building; number of employees and hours of business. _____

2. What road do you access? Are you proposing a) any changes to the access or b) a new access? _____

3. Describe existing and proposed fencing and screening, including vegetation _____

4. How will you manage erosion and storm water on your property? _____

Will you be disturbing over one acre of land? Yes No

Will your project end up with more than one acre of new impervious surfaces? Yes No

5. Describe existing and proposed lighting on the property. _____

6. Describe existing and proposed parking and loading facilities on the property? Include the type of surface (gravel, concrete, asphalt) and the number of parking spaces. Explain or show on site plan the general traffic circulation.

7. Describe existing and proposed signage on the property. For signs on a structure, a building elevation is required.

8. Describe existing and proposed outdoor storage and display areas. _____

Building and Setbacks (As shown on site plan)

9. Dimensions _____

15. Lot Size _____

10. Total Height _____

16. Lot Coverage _____

11. Sidewall Height _____

17. Front (OHWL) Setback _____

12. ROW Setback _____

18. Rear Setback _____

13. Centerline Setback _____

19. Side Setback _____

14. Feedlot Setback _____

Property Owner's Signature _____ Date _____

Applicant's Signature _____ Date _____

Signature of this application authorizes Maine Prairie Town Board to enter upon the property to perform needed inspections. Entry may be without notice.

WHAT HAPPENS NEXT? Town Supervisors will review your application and determine if the application is complete. If the application is complete, the application will be scheduled for a Public Hearing.

Site Plan

Include the following on the site plan:

- Setbacks- Side Yard, Rear Yard, Road, Ordinary
High Water Level, Wetlands
- Existing Structures
- Proposed Structures / Additions /
Modifications
- Existing & Proposed Signage (on & off the
building)
- Parking Areas & Driving Surfaces
- Existing & Proposed Fences or Screening
- Existing & Proposed Lighting
- Roads & Existing or Proposed Approaches
- Outdoor Sales, Display, or Storage Areas

Maine Prairie Planning Board
Worksheet for Findings of Fact – Conditional/Interim Use Permits

Findings shall be made in either granting or denying an application, and should reference specific sections of ordinances that apply to the project. Questions which you could be asking include, but are not limited to:

1. Is the proposal consistent with existing Township ordinances (performance standards)?
Specify the applicable section of the ordinance and discuss why or why not.
Zoning District

2. Are there any other standards, rules or requirements that the proposal must meet?

3. Is the proposed use compatible with the present and future land uses in the area or can it be separated by distance or screening from adjacent land uses? Why or why not? How will any scenic views be impacted by the proposed use?

4. Are there environmental concerns (ground water, surface water, air quality, wellhead protection areas) that should be addressed as part of this proposed request?

5. Has information been provided regarding the impact to property values in the area as a result of the proposal?

6. What potential public health, safety or traffic generation impacts will the proposal have in relation to the area and the capability of the roads serving the area, and how are they being addressed by the proposal?

7. How does the proposal affect the general health, safety and welfare of the residents?

8. Does the proposal conform to the goals and objectives of the County's Comprehensive Plan? Specify which goals and objectives apply.

9. How does the proposal effect existing public services and facilities including schools, parks, streets and utilities?

10. Has the applicant provided financial assurance to guarantee reclamation or cleanup?

11. Other issues pertinent to this matter.

Planning Board Public Hearing Procedures

- 1) Prior to the first public hearing, the Planning Board Chair will briefly explain the public hearing process and the steps the Board will take in making their decisions on applications. Board members, any member of the public, the applicant and staff should endeavor at all times to be respectful and understanding of one another during this entire public hearing.
- 2) For each application, the Chair will first declare the public hearing to be open and then request the applicant to come forward and state their name.
- 3) The next step will be for the Chair to allow members of the public to state their position in regard to the application. Speakers should first state their name for the record. Comments should be limited to issues directly related to the request and be presented in a manner that is respectful to the Commission, the applicant, staff and others present at the hearing. If an item is particularly controversial and entails considerable discussion, the Chair may ask that positions not be repeated and that only new information be presented. If the public has questions of the applicant or staff, those questions must be directed through the Chair in order to maintain order and provide proper protocol for the meeting. At anytime the Board may ask questions of the applicant, staff, or the public.
- 4) Following the conclusion of all public testimony, the Chair will call for a motion to close the public hearing. Once the public hearing is closed, only the Board members may ask clarifying questions of the applicant or staff. During this time, the applicant and/or the public may not make any further comments or testimony unless directed to do so by the Chair. This is an opportunity for the Board to discuss the request and testimony among themselves and begin to frame their individual positions on the merits of the application.
- 5) Once it appears that all issues have been discussed and questions have been asked by the Board members, the Chair will direct the Board members to proceed with making their Findings of Fact. This is a formal process in which the Chair will read through a series of questions aimed at determining whether or not the request and testimony presented meet the intent of the comprehensive plan and all applicable ordinance requirements. Following the completion of the Findings of Fact, the Chair will call for a motion in support of or in denial of the request. The motion passed must be supported by the evidence in the Board's Findings of Fact. For conditional use permits, interim use permits, plats and rezoning applications, the motion made by the Board will be a recommendation of approval or denial.