



320 SOUTH OAK STREET  
SAUK CENTRE, MN 56378  
PH: (320) 352-2203 FAX: (320) 352-0121

Office Use Only
_____
LUR Number
_____
Permit Fee Paid
_____
Date Received
_____

### CONDITIONAL USE APPLICATION

*Please Type or Print Neatly. Attach additional sheets if necessary.*

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Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

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Physical Address/Location of Property \_\_\_\_\_

\_\_\_\_\_

Legal Description of Property: (Please Attach Metes & Bounds Description)

\_\_\_\_\_

Parcel ID Number \_\_\_\_\_ Zoning District \_\_\_\_\_

Applicant is:

- Legal Owner of Property
- Contract Buyer
- Option Holder
- Agent
- Other \_\_\_\_\_

Title Holder of Property (if different than applicant):

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

State the nature of your request in detail. What are you proposing for your property?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Owner, authorizing application. \_\_\_\_\_

(By signing, the owner is certifying that he/she has read and understands the instructions accompanying this application.)

Signature of Applicant (if different than Owner) \_\_\_\_\_

(By signing, the applicant is certifying that he/she has read and understands the instructions accompanying this application.)

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**APPLICANTS, PLEASE NOTE:** A land use or land development, as defined by the Ordinance, listed as “permitted as a conditional use” are permitted subject to all requirements imposed by sections of this Ordinance and additional conditions intended to mitigate anticipated adverse impacts associated with the use, to ensure compliance with the Standards, to insure that the Criteria are met, to protect the value of other property, and to achieve the goals and objectives of the Comprehensive Plan. Each conditional use application shall be considered a unique situation and shall not be construed as precedents for similar requests. Further conditions may be imposed on any conditional use by the City Council in response to special conditions of the use or site.

The Planning Commission will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
***(Applicant or authorized agent must be present at the Planning Commission Meeting).***

The City Council will review or take action on this request on \_\_\_\_/\_\_\_\_/\_\_\_\_.

1. Describe the proposed use sought for the property:

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2. State your reasons why the conditional use if granted will not be injurious to the use and enjoyment of other property in the immediate vicinity, nor impair property values in the immediate vicinity and is compatible with the existing neighborhood.

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3. Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Explain if additional facilities will be required.

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4. Describe the impact to the traffic on roads, highways in the vicinity, and the expected traffic generated by the proposed use. Is there adequate off-street parking available to accommodate the proposal?

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5. State what measures have or will be taken to control offensive odor, fumes, dust, glare, signage, excess traffic, noise and vibration, so that none of these will become a nuisance or disturbance to neighboring properties.

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6. State your reasons why you believe a demonstrated need exists for the proposed use.

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7. Describe the physical characteristics of the site, including but not limited to, topography; erosion and flooding potential; soil limitations; and, suitability of the site for the type of development or use contemplated.

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8. Please include any other comments pertinent to this request.

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### INSTRUCTIONS TO THE APPLICANT

Completed applications, with *all* submittal requirements, must be submitted to the Planning & Zoning Department no fewer than **25 days** prior to the meeting date. In order for your application to be accepted as complete, and to have a public hearing scheduled, the following information **must** be submitted:

- \_\_\_\_\_ 1. This application must be completed, including responses to all parts of this application.
- \_\_\_\_\_ 2. The required fee must be paid. See Fee Schedule for details.
- \_\_\_\_\_ 3. Certificate of Survey with the following information, as a minimum unless waived by the Planning Commission / Board of Appeals and Adjustments.
  - Legal description of the property and site address
  - Lot dimensions
  - North Point and Graphic Scale
  - All adjacent streets, easements, and alleys
  - Location of all buildings, structures, driveways, sidewalks, trails, parking stalls and curbing
  - Identification of all setback dimensions from property lines
  - Location of all existing and proposed utilities and easements
  - Description of floor plans for each story
  - Description of each building elevation, exterior building materials and color schemes
  - Site grading plan, including erosion and sedimentation control measures and procedures.
  - Delineations of any shoreland, flood plain or wetland areas on the site
  - Identification of any flood plain or wetland encroachments and detailed mitigation plans
  - Plans shall be dated and shall bear the name(s) of the preparer(s), including professional registrations or certifications.
- \_\_\_\_\_ 4. Detailed landscaping plans, illustrating size, types and locations of all materials, a description of site seeding or sodding, a description of the timetable for site landscaping and the identification of any irrigation system.
- \_\_\_\_\_ 5. Detailed description of any site fencing, including type, location and height.