

**INTERIM USE PERMIT
APPLICATION
City of Elysian**

110 West Main Street
Elysian, MN 56028
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Telephone: 507-267-4707
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Hours: M-F 8:00 am to 4:30 pm

APPLICATION FEE: \$250 Make check payable to "City of Elysian."
Application fee must be provided at the time of application.

Date received: _____
Fee paid: _____

Please print.

APPLICANT

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ PHONE NUMBER: _____

PROPERTY OWNER (If different from Applicant)

NAME: _____ EMAIL ADDRESS: _____

ADDRESS: _____ PHONE NUMBER: _____

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

FULL LEGAL DESCRIPTION: _____

ACREAGE/SIZE: _____

CURRENT ZONING DISTRICT: _____

CURRENT USE OF PROPERTY: _____

DESCRIPTION OF REQUEST (If more space is needed, attach a separate sheet.): _____

DATE OR EVENT THAT WILL TERMINATE THE INTERIM USE: _____

INTERIM USE PERMIT APPLICATION AND REVIEW PROCEDURES

The City's established Interim Use Application and Review Procedures can be found in its full extent in Elysian City Code of Ordinances § 156.037 INTERIM USE PERMITS.

DETAILED APPLICATION REQUIREMENTS

All Interim Use Permit Applications shall be in accordance with § 156.037 INTERIM USE PERMITS of the City Zoning Ordinance.

In addition to the general review requirements, applications for an Interim Use Permit shall include the following:

1. A written narrative from the applicant fully explaining the proposal, its operation and intensity, potential impact on the surrounding properties, and site or building improvements necessary to conduct the use.
2. A statement from the applicant with the date or event that will terminate the interim use.
3. A map showing the general location of the proposed use within the community and site plan.
4. Development plans for the proposed use showing all information deemed necessary by the Zoning Administrator to ensure that the City can determine whether the proposed use will conform to all City Code standards.
5. If deemed necessary by the Zoning Administrator, a land survey may be required to be submitted with the application in addition to or in lieu of a site plan.
6. Any other information that may be reasonably required by the City to evaluate the application.

DEADLINE FOR APPLICATION

Complete applications need to be submitted to the Zoning Administrator at least 21 days before the Planning and Zoning Commission meeting. This allows the City of Elysian time to notify surrounding property owners of the date of the hearing and details of the variance and meet public hearing noticing requirements as provided by State Law.

NOTICE OF PUBLIC HEARING

Notice is mailed to all property owners that are located within 350 feet of the site. Notice is mailed at least 10 days prior to the hearing. Notice is also published in local designated newspaper(s).

MEETINGS AND PUBLIC HEARINGS

Meetings of the Planning and Zoning Commission are scheduled for the first Tuesday of the month. Meetings are held at 6:00 pm in the City of Elysian Council Chambers, 110 West Main Street. The Planning and Zoning Commission may recommend approval, denial, or amendment of the request to the City Council who will make a decision at the Council Meeting on the following Monday.

The undersigned certifies that she/he is familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances. (Both signatures are required if the Applicant is not the Property Owner.)

Applicant's Signature

Date

Property Owner's Signature

Date