



City Planning Department

City Hall – 501 Laurel Street
Brainerd, MN 56401
218/828-2309/Fax 218-828-2316
www.ci.brainerd.mn.us

Receipt # _____
Check # _____
Date paid: _____

INTERIM USE PERMIT

Application Form (residential - \$250.00 / commercial - \$500.00 +\$500.00 escrow deposit)

(This form must be filled out completely before your application will be accepted)

Property Address for this *Interim Use Permit*: _____

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow _____

_____ *at the property address listed above until the date of* _____

Legal Description (attach, if lengthy): Lot _____ Block _____ Addition _____

Property Owner: _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

(Fax) (E-mail)

Applicant:(if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

(Fax) (E-mail)

Contact Person: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

(Fax) (E-mail)

This Interim Use Permit may be approved if sufficient facts are presented at the Planning Commission and City Council meetings to support a finding that all of the attached criteria for granting an Interim Use Permit have been met.

Obtaining this *Interim Use Permit* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for an Interim Use Permit and that the information is factual.

Signed by: _____ Date: _____
(Property Owner)

(Property Owner-Please print Name)

(Applicant-If different than owner) Date: _____

(Applicant - Please print name)

Interim Use Permit *Supporting Information*

The City Council may approve an Interim Use Permit if all of the “Criteria for Review of Interim Use Permits” are met. In order to facilitate review of this application for an *Interim Use Permit*, the applicant must address each of the “Criteria”, referred to in Section 515-6-1 of the Zoning Ordinance.

1. **Public Health/Safety/Welfare.** The *Planning Commission* and the *City Council* shall review each application for the purpose of determining that each proposed use meets the following criteria referenced to in Section 6-14 and in addition, shall find adequate evidence that each use in its proposed location will address the following:
 - (a) The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance.
 - (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
 - (c) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - (d) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (e) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - (f) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
 - (g) The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

(con’t)

Interim Use Permit

Site Plan Checklist

Interim Use Permit Site Plan Attachments. Provide a narrative addressed to the City of Brainerd describing the following:

- Responses to criteria for review of Interim Use Permits on Page 2.
- Approximate number of employees.
- Type of clientele.
- Hours of operation.
- Number of customer seats, if food service related.
- Handling of deliveries.

The applicant shall provide a Site Plan, which includes the information described below, as set forth in the Zoning Ordinance.

- Site Plan drawn to scale on a sheet not less than 11"x17".

NOTE: With approval by City Staff at a Pre-Application Meeting prior to submitting the Site Plan, it may be possible to exclude some of the following items from the Site Plan. Please place a check mark in the box in front of each item that is included as part of the application materials submitted for approval.

- Name(s) and address (es) of the applicant(s).
- Name(s) and address (es) of the owner(s) of record of the property.
- Name and address of the person or firm preparing the site plan.
- Property address (es).
- Date of Preparation.
- North Arrow.
- Scale: The scale shall not be less than 1"=10', and no greater than 1"=60'.
- Legal Description.
- Boundary Survey.
- Size and location of all existing and proposed buildings, additions, structures and uses, including:
 - Setback distance to property lines;
 - Exact exterior dimensions of each building;
 - Location of entrances;
 - Number of dwelling units; and,
 - Square footage of each type of use.
- Zoning designation of the property.
- Proposed use of the property in sufficient detail to determine code compliance.
- Existing and proposed location and size of sanitary sewer mains and service lines.
- Existing and proposed location and size of water mains, service lines and hydrants, and/or water well.
- Existing and proposed location and size of electrical service (electrical riser diagram) and the location of high-pressure gas lines, high tension transmission lines, cable TV, and telephone lines.
- Existing and proposed location and size of storm drainage facilities on the property and adjacent to the property.
- Location and dimensions of all existing paved surfaces and of all abutting streets.

(con't)

- Existing and proposed location and dimensions of parking areas, individual parking spaces and drive aisles, driveways, curb cuts, easements, and rights-of-way, loading areas, dividers, curbs, islands, and other parking and drive improvements. Also include the number of proposed parking spaces and parking lot construction materials (City Code Section 515-22-1).
- Location of existing and proposed outdoor trash and dumpster areas and methods for screening such areas (City Code Section 515-20-1).
- Location and type of all existing and proposed signs (City Code Section 515-37-1).
- Evidence that the proposed work or activity will comply with the Outdoor Lighting requirements, set forth in Section 515-18-1 of the Zoning Ordinance. Specifically, the application shall include:
 - Plans indicating the location on the premises, and the type of illuminating devices, fixtures, lamps, supports, reflectors and other devices;
 - A detailed description of the illuminating devices, fixtures, lamps, supports, reflectors, and other devices. The description shall include manufacturer’s catalog cuts and drawings, including sections when requested;
 - Photometric data, such as that furnished by manufacturers, showing the angle of cut off or light emissions.
- Location of water bodies, watercourses, and flood-prone areas with delineated channel encroachment lines, wetland boundary lines, 100-year flood plain boundary line, and floodway boundary line (City Code Sections 515-76-1; 515-77-1; 515-78-1).
- Location of natural features such as: existing trees or hills, wetlands.
- A landscape plan (City Code Section 515-20-1) showing:
 - The location of plants.
 - Identification of any trees to be removed.
 - Protection methods for existing trees during construction.
 - Identification of any trees to be removed.
 - Protection methods for existing trees during construction.
 - Areas to be seeded or sodded.
 - Location, dimensions, topography or any berming.
- Location and type of underground sprinkler system.
- A plant that includes:
 - The plant species;
 - The quantity of each type of plant; and,
 - The size of each plant at the time of planting.
- The location of fences and walls (City Code Section 515-19-0).
- Two (2) copies of architectural drawings of all new buildings or structures, or alterations, at a scale not to exceed 1”=8’.
- Building floor plans indicating existing and proposed usage, interior floor area and/or patron floor area.
- A note to be placed on all *Site Plans* to read as follows: “All construction materials, dumpsters, detached trailers, or similar items are prohibited on public streets or within the public right-of-way.”