



2241 221st Ave. NE • East Bethel, MN 55011
Phone: (763) 367-7844 • Fax: (763) 434-9578

OFFICE USE ONLY
Date Submitted: _____
Total Fee Paid: _____
Escrow Application Submitted: _____

INTERIM USE PERMIT (IUP) PROCESS AND CHECKLIST

Standard or Amendment IUP Application Fee: \$300 plus \$300* for escrow

<6 Chickens IUP Application Fee: \$100, no escrow

IUP Renewal Application Fee: \$50, no escrow

Circle one: New Amendment <6 Chickens Renewal

*Consulting fees accrued from the City Engineer, City Attorney, etc will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. The application fee is non-refundable.

HOME OCCUPATION IUP: TYPE OF BUSINESS: _____

NUMBER OF EMPLOYEES: _____ NUMBER OF DAILY CUSTOMERS AT SITE: _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ SUBDIVISION(neighborhood name): _____

DESCRIPTION OF PROJECT: _____

PROPERTY OWNER:

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

APPLICANT:

SAME AS PROPERTY OWNER

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

I fully understand that I must meet with City Staff to review all submission requirements and conditions prior to official submission, and that all of the required information must be submitted at least thirty (30) days prior to the Planning/Zoning Commission and City Council scheduled meeting dates to ensure review by City Staff.

Property Owner Signature

Date

Applicant Signature

Date

The application for a **INTERIM USE PERMIT (IUP)** is processed in three separate review steps:

- 1) CITY STAFF
(Applicant is required to meet with City Staff **prior** to submittal of the application.)
- 2) PLANNING COMMISSION
(Public hearing and recommendation to the City Council)
- 3) CITY COUNCIL
(No public hearing required)

CONDITIONAL USES AND INTERIM USES.

PURPOSE - The purpose of a interim use permit (IUP) and an interim use permit (IUP) is to authorize and regulate uses that are permitted by this chapter if certain conditions, having been designated by this chapter or by the city council, are met. The use shall comply with all standards of this chapter and any additional conditions, including conditions of operation, location, arrangement, and construction, as may be necessary to protect public health, safety, or welfare.

APPLICATION - Application for a IUP or IUP shall be made to the city on an official city application form. An application for a IUP or IUP shall be accompanied by a fee as set forth by the city council. Such application shall also include written and graphic materials fully explaining the proposed change, development, or use. The city may require that the applicant submit the following information before the application can be deemed complete:

The following information is required to be submitted in support of the IUP thirty (30) days prior to the scheduled Planning Commission meeting date:

- Completed application, fee(s)/escrow(s), location map, and narrative
- Legal description** of property (located on deed)
- Evidence of ownership or an interest in the property
- Principal land uses within 350 feet of the property
- Certification of Taxes Paid. Prior to approving an application for a IUP, the Applicant shall provide certification to the City that there are no delinquent property taxes, special assessments, interest, or City utility fees due upon the parcel of land to which the IUP relates
- Certificate of Survey, to scale, showing applicable existing and proposed conditions including property lines and dimensions, building location and setbacks, dimensions of building, curb cuts, driveways, access roads, parking, off-street loading areas, septic system, and well. Landscape plan drawn to scale showing applicable existing and proposed vegetation and plantings, plant schedule including information about the plant size, quantity, type and root condition, and groundcover; if the proposed IUP is located in the Shore land Overlay District, it is required to have the impervious area (hard surface) calculated and shown on the survey. This includes hard surface patios, driveways, houses, garages, etc. Properties in the Shore land District are required to have an impervious surface of no more than 25 percent **(1 electronic copy and 1 hard copy – 11 x 17 – see handout on Survey/Site Plan for survey requirements)**
- Certificate of Survey identifying locations of wells and septic systems of neighboring properties
- Depending upon the proposed use of the property, the following are required: narrative describing the proposed use, operational information, purpose and justification of the request, any other pertinent

information explaining the request to allow comprehensive City review. Include history of property use and any information regarding past city approvals (variances, CUPs, etc.)

- Wetland delineation report and soils report (if necessary)
- Any proposed improvements including, but not limited to, grading and drainage plan, soil conditions, access, parking, structure dimension, fencing, landscaping, signage
- Proposed architectural elevations and floor plans
- Review by Anoka County Transportation/Physical Development Department; a review letter to be included (if necessary)
- Review by Minnesota Department of Transportation (MNDOT); a review letter to be included (if necessary)
- Description of type of business or activity and proposed number of employees
- Required financial escrow, etc. (if necessary)
- Any other information City Staff may request

SUBMITTED SUBSEQUENT TO CITY COUNCIL APPROVAL

- IUP Agreement for signature if IUP is approved by City Council

Additional Notes

- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the IUP takes place on a wetland, than you may have to fill out the Joint Application Form for Activities Affecting Water Resources in Minnesota

CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

<u>CITY</u>	<u>HIGHWAY/TRANSPORTATION</u>
<p><input type="checkbox"/> City Attorney Eckberg Lammers 1809 Northwestern Ave. S. Stillwater, MN 55082 Tel (651) 967-7344 https://eckberglammers.com/</p> <p><input type="checkbox"/> City Engineer Hakanson Anderson 3601 Thurston Ave. Anoka, MN 55303 Phone: 763-427-5860 http://www.haa-inc.com/</p>	<p><input type="checkbox"/> Anoka County, Public Services Division, Highway Department Attn: Traffic Engineering Manager 1440 Bunker Lake Blvd. Andover, MN 55304 Phone: 763-862-4231 https://www.anokacounty.us/307/Highway-Department</p> <p><input type="checkbox"/> MN Department of Transportation-Metro Division, Waters Edge Attn: Development Review Coordinator 1500 West County Road B-2 Roseville, MN 55113 Phone: 651-234-7500</p>
<u>JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)</u>	
<p><input type="checkbox"/> Anoka Conservation District Attn: Wetland Specialist 1318 McKay Dr NE, Ste 300 Ham Lake, MN 55304 Tel (763) 434-2030, ext. 14 https://www.anokaswcd.org/</p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Area Hydrologist 1200 Warner Road St. Paul, MN 55106-6796 Phone: 651-259-5802 https://www.dnr.state.mn.us/</p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Ecological Services 1200 Warner Road Phone: 763-200-2581 http://www.urrwmo.org/</p>	<p><input type="checkbox"/> Board of Water & Soil Resources Phone: 651-296-6736 http://www.bwsr.state.mn.us/</p> <p><input type="checkbox"/> U.S. Army Corps of Engineers 180 Fifth St East, Ste 700 St. Paul, MN 55101 Phone: 651-290-5282 https://www.mvp.usace.army.mil/</p> <p><input type="checkbox"/> Sunrise Watershed Management Organization 19511 E. Tri Oak Cir Wyoming, MN 55092 Phone: 763-434-9652 LAM3@ISD.net</p> <p><input type="checkbox"/> Watershed Management Organization – Upper Rum River St. Paul, MN 55106-6796 Phone: 651-259-5755 https://www.dnr.state.mn.us/</p>



East Bethel Community Development

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Setbacks

Zoning	Front Yard Setback on City Road	Side Yard Setback	Side Yard Setback on a City Road	Rear Yard Setback	Setback from County Road	2 nd Driveway Allowed	Primary Structure Setbacks	Septic setbacks	Wetland Setbacks
R1*	30 ft	10 ft	25 ft	10 ft	100 ft	No	8 ft	20 ft from drainfield, 10 ft from tanks	See Wetland or Shoreland Ord.
R2*	30 ft	10 ft	25 ft	10 ft		No			
RR*	40 ft	25 ft	40 ft	25 ft		With permit			
Whispering Aspen	28 ft	10 ft	25 ft	10 ft	NA	No			
Viking Preserve	25 ft	7 ft	25 ft	25 ft	50 ft	No			25 ft

*Check to see if you are in the Shoreland Overlay District as the setbacks may be different.

Shoreland Overlay	Please check with staff for your setbacks as they will be different than above. 25% Impervious Surface rule applies, meaning only 25% of the property's surface can have an impervious surface where water cannot drain through it.
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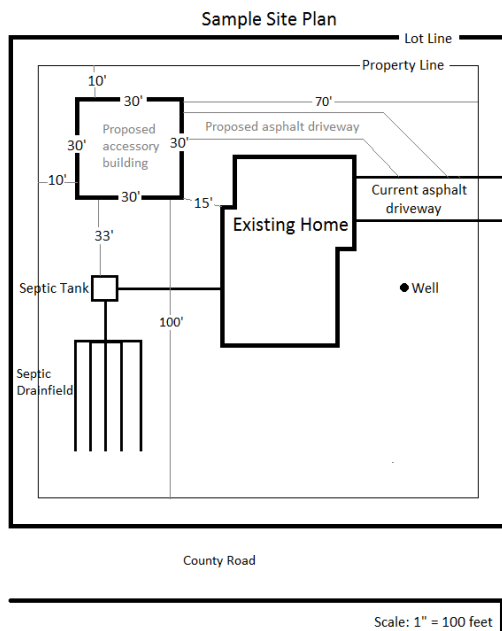
To find out your zoning or if you are in the Shoreland Overlay District:

either use the GIS map on the city website or call 763-367-7844 between M-F 8am-4pm.

Wetland Setbacks

Water Body Type	Permanent Buffer Average Width	Minimum Building and septic system setback from delineated wetland edge
Wetlands adjacent to Significant Natural Environmental Areas (SNEA) or *highly susceptible wetlands	25 ft	50 ft
Cedar Creek or wetlands adjacent to	25 ft	Structures: 100 ft Septic systems: 75 ft
All other remaining wetlands including *slightly and moderately susceptible wetlands	15 ft	25 ft
Storm water ponds and *least susceptible wetlands	Top of slope	25 ft
Lakes	15 ft	Refer to Shoreland Overlay District ord.

*Wetland susceptibility as defined in city's water management plan



Required to be on site plan:

1. Septic system location and distances
2. Well location and distances
3. Property line location and distances
4. Wetland location and distances
5. Drainage Easements locations
6. Other structures locations and distances
7. Proposed structure location and size/measurements

Land Use Escrow Application

Property Address: _____

Owner's Name: _____ Phone: _____

Email: _____

Type of Land Use Application: HOME OCCUPATION IUP

Person/Company paying the escrow	Person/Company receiving returned escrow (if different from the person/company paying the escrow than permission is needed)
Name: _____	Name: _____
Phone: _____	Phone: _____
Email: _____	Phone: _____
Mailing Address: _____	Address: _____
_____	_____
Amount entered into escrow: \$ _____	Email: _____

	Escrow Type	Escrow Amount
	Tax Increment Financing	\$12,000
	Preliminary Plat	\$5,000
	Major Mining Permit	\$1,500
	Admin. Subdivision, Comp Plan Amendment, Conditional Use Permit Amendment, Metes and Bounds Split, Minor Mining Permit, Planned Unit Development, Rezoning, Site Plan Review, Vacation,	\$1,000
	Final Plat	\$1,000 + \$50/Lot if new road
	Environmental Review	\$650
	Concept Plan Review, Conditional Use Permit, Grading Permit, Planned Unit Development Amendment, Zoning Text Amendment	\$500
	Interim Use Permit/Amendment, Variance	\$300

Escrow Information

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

Escrow Payer Signature: _____ Date: _____

Community Development Staff: _____ Date: _____

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Planning Commission Deadlines for 2019

City council must act on a planning application within 60 days. Days start on the date of the application submittal. If City Council cannot act upon the application within 60 days, the City may extend the request for another 60 days.

Application Deadline (30 days prior to PC meeting)	Planning Commission Meeting	60 days from App Deadline	120 days from App Deadline
		City Council must act by this date or city must file for an extension	City Council must act by this date
		These dates are if they submitted a completed application on the application deadline. Please watch for early submittals.	
December 21, 2018	January 22, 2019	February 19, 2019	April 20, 2019
January 25, 2019	February 26, 2019	March 26, 2019	May 25, 2019
February 23, 2019	March 26, 2019	April 24, 2019	June 22, 2019
March 24, 2019	April 23, 2019	May 23, 2019	July 22, 2019
April 26, 2019	May 28, 2019	June 25, 2019	August 24, 2019
May 25, 2019	June 25, 2019	July 24, 2019	September 22, 2019
June 22, 2019	July 23, 2019	August 21, 2019	October 20, 2019
July 28, 2019	August 27, 2019	September 26, 2019	November 25, 2019
August 24, 2019	September 24, 2019	October 23, 2019	December 21, 2019
September 21, 2019	October 22, 2019	November 20, 2019	January 17, 2020
October 26, 2019	November 26, 2019	December 25, 2019	February 21, 2020
November 16, 2019	December 17, 2019	January 15, 2020	March 13, 2020

APPENDIX A (ZONING), SECTION 10, NUMBER 19 Home Occupations



19. - Home occupations.

- A. No more than three persons, at least one of whom shall reside within the principal dwelling, shall work at the home occupation site.
- B. No traffic shall be generated by any home occupation in a significantly greater volume than would normally be expected from a single-family residence.
- C. Any sign associated with the home occupation shall be in compliance with the East Bethel Sign Ordinance.
- D. The home occupation shall not generate hazardous waste unless a plan for off-site disposal of the waste is approved.
- E. A home occupation at a dwelling with an on-site sewage treatment system shall only generate normal domestic household waste unless a plan for off-site disposal of the waste is approved.
- F. The home occupation shall not constitute, create, or increase a nuisance to the criteria and standards established in this ordinance.
- G. There shall be no outdoor display or storage of goods, equipment, or materials for the home occupation.
- H. Parking needs generated by the home occupation shall be provided on-site.
- I. The area set aside for the home occupation in the principal structure shall not exceed 50 percent of the gross living area of the principal structure.
- J. No structural alterations or enlargements shall be made for the sole purpose of conducting the home occupation.
- K. There shall be no detriments to the residential character of the neighborhood due to the emission of noise, odor, smoke, dust, gas, heat, glare, vibration, electrical interference, traffic congestion, or any other nuisance resulting from the home occupation.
- L. The area set aside for the home occupation in the attached or detached accessory structures or garages shall not exceed total accessory structure space.

(Ord. No. 49, Second Series, 4-2-2014)



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Online:

Or by visiting our City Ordinances
at https://www.municode.com/library/mn/east_bethel/codes/code_of_ordinances?nodeid=coor_ch70trmove_artvresn



A copy for you

A copy for a friend



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