



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

Application Fee: \$150 Escrow: \$300*

Circle one: New Amendment Renewal (\$50, no escrow)

*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.

NAME OF PROJECT (if applicable): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

<u>PROPERTY OWNER:</u>	<u>APPLICANT:</u>
NAME: _____ PHONE: _____ ADDRESS: _____ CITY/STATE/ZIP: _____ EMAIL: _____	<input type="checkbox"/> 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 an **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)

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, fees, escrow application, 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, 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.
- 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. 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 (**3 copies – 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
- 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

- The City Council meets on the first (1st) and third (3rd) Wednesday of the month.
- The Planning Commission meets on the fourth (4th) Tuesday of the month.
- Make sure you give yourself enough time to receive approvals from all reviewing agencies.
- If the Interim Use Permit takes place on a wetland, than you may have to fill out the Joint Application Form for Activities Affecting Water Resources in Minnesota

PLANNING COMMISSION MEETING DATES IN 2017

Applications and supporting documents must be submitted 30 days prior to the Planning Commission meeting.

January 24	July 25
February 28	August 22
March 28	September 26
April 25	October 24
May 23	November 28
June 27	December 19

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.

<p>CITY</p> <p><input type="checkbox"/> Mark Vierling, City Attorney 1809 Northwestern Ave. S. Stillwater, MN 55082 Tel (651) 967-7344 MVierling@eckbergglammers.com</p> <p><input type="checkbox"/> Hakanson Anderson Attn: Craig Jochum – City Engineer 3601 Thurston Ave. Anoka, MN 55303 Phone: 763-427-5860 craigjj@haa-inc.com</p>	<p>HIGHWAY/TRANSPORTATION</p> <p><input type="checkbox"/> Anoka County, Public Services Division, Highway Department Attn: Jane Rose, Traffic Engineering Manager 1440 Bunker Lake Blvd. Andover, MN 55304-4005 Phone: 763-862-4231 jane.rose@co.anoka.mn.us</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 55113-3174 Phone: 651-234-7500 www.dot.state.mn</p>
<p><u>JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)</u></p>	
<p><input type="checkbox"/> Anoka Conservation District Attn: Becky Wozney 1318 McKay Dr NE, Ste 300 Ham Lake, MN 55304 Tel (763) 434-2030, ext. 14 becky.wozney@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</p> <p><input type="checkbox"/> MN Dept of Natural Resources Attn: Ecological Services 1200 Warner Road St. Paul, MN 55106-6796 Phone: 651-259-5755</p> <p><input type="checkbox"/> Watershed Management Organization – Upper Rum River Attn: Calvin Bahr Phone: 612-306-1483 ckbahr@q.com</p>	<p><input type="checkbox"/> Dennis Rodacker Board of Water & Soil Resources Phone: 651-296-6736 dennis.rodacker@state.mn.us</p> <p><input type="checkbox"/> U.S. Army Corps of Engineers Attn: Rachel A Nuetzel 180 Fifth St East, Ste 700 St. Paul, MN 55101 Phone: 651-290-5282 rachel.a.nuetzel@usace.army.mil</p> <p><input type="checkbox"/> Sunrise Watershed Management Organization Attn: Leon Mager, Vice Chair 19511 E. Tri Oak Cir Wyoming, MN 55092 Phone: 763-434-9652 LAM3@ISD.net</p>