



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: _____	<input type="checkbox"/> SAME AS PROPERTY OWNER
PHONE: _____	NAME: _____
ADDRESS: _____	PHONE: _____
CITY/STATE/ZIP: _____	ADDRESS: _____
EMAIL: _____	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

Land Use Escrow Application

Property Address: _____

Owner's Name: _____ Phone: _____

Email: _____

Type of Land Use Application: _____

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: _____	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, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment	\$500
Interim Use Permit/Amendment	\$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.

The Escrow must be paid along with any other fees 15 days prior to the Planning Commission meeting that is the matter is scheduled to be addressed.

Escrow Payer Signature: _____ Date: _____

Community Development Director: _____ Date: _____

East Bethel Community Development

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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 2016

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

January 26
February 23
March 22
April 26
May 24
June 28

July 26
August 23
September 27
October 25
November 15
December 20

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><u>CITY</u></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><u>HIGHWAY/TRANSPORTATION</u></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.us</p>
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JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

<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>
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IUP Application Procedure

Applicant Copy

IUP Use/Purpose: _____

Address: _____

- The application must be submitted and paid for 30 days prior to the Planning Commission meeting.
- Application Fee: \$150 ____ Paid Escrow: \$300 ____ Paid
- Once the application is submitted and everything is paid for, you have 15 days to submit any supporting documentation like photographs, reports, business plans, etc.
- Planning Commission Date: _____**
 - A Public Hearing Notice will be sent to the newspaper 2 weeks prior to the Planning Commission meeting by City Staff.
 - Public Hearing Notices will be mailed out to the surrounding properties 10 days prior to the Planning Commission meeting.
 - The Planning Commission will review the application and approve/deny it. They may add additional conditions of the IUP.
- City Council Date: _____**
 - If the Planning Commission passes the IUP, City Council will review the IUP within the next two meetings.
 - There will not be a public hearing for the City Council review.
 - City Council will approve/deny the application. They may add additional conditions of the IUP.
- An IUP Agreement will be written up by City Staff if it is passed by City Council.
 - Please note: A date that you must be in compliance of the conditions set forth in the IUP will be stated in the CONDITIONS paragraph and you must get a site inspection to confirm that the conditions have been met prior to then.
 - Please note: It will be stated in the CONDITIONS paragraph that the IUP is good for ____ years and must be reviewed and renewed at that time. The standard renewal period is once every 3 years.
 - The applicant and all required City Staff will sign the document.
- The original IUP gets filed with the City and you will get a copy.
- Call for a site inspection when you have complied with all of the CONDITIONS. **By Date: _____**
- An IUP certificate will be issued which is signed by the Community Dev. Director and City Administrator after a site inspection has been completed that shows that you have met all of the CONDITIONS set forth in the agreement. Many people choose to hang their certificate up at the location of the business/project.
- The escrow is then paid back to the person who paid for the escrow.