

# CONDITIONAL USE PERMIT PROCEDURES

## City of Milaca

### **PROCEDURE**

#### **1. Application for Permit**

Application for the issuance of a Conditional Use Permit shall be made in writing and referred by the Zoning Official to the Planning Commission. All of the filing requirements must be submitted 20 days prior to the regular Planning Commission meeting at which the review is to be held. All required information must be received before the applications will be placed on a Planning Commission meeting agenda. The application shall contain a written and graphic explanation of the request. The applicant shall also, at the time of filing such application, pay a nonrefundable fee of \$200.00.

#### **2. Public Hearing**

The Planning Commission shall hold at least one public hearing on each application for a Conditional Use Permit after notice of the hearing has been published in the official newspaper for at least 10 days before said hearing. The Planning Commission shall also cause a notice to be mailed to each of the owners of property located within 350 feet of the boundary lines of the property upon which such use has been requested. The Planning Commission decision will serve as a recommendation to the City Council and the decision will be made by the City Council. The applicant or a representative thereof shall appear before the Planning Commission in order to answer any questions concerning the proposed conditional use. Failure to appear may be cause for a tabling action or denial of application.

### **EXPIRATION**

If substantial construction has not taken place within one year after issuance of the Conditional Use Permit or if the permitted conditional use ceases for a period of sixty (60) consecutive days, the permit is void. The applicant may make request to the City Council for an extension of time in which to complete the work.

# CITY OF MILACA



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MILACA MN 56353  
(320) 983-3141  
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[www.cityofmilaca.org](http://www.cityofmilaca.org)

## APPLICATION FOR CONDITIONAL USE PERMIT

Application is hereby made for a Conditional Use Permit for (description of Conditional Use Permit)

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Address of Property: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Telephone: (      ) \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

Applicant Telephone: (      ) \_\_\_\_\_

The following information is submitted in support of this application:

Completed Application for Conditional Use Permit

Fee of \$200

Legal Description of property attached

Depending on the Conditional Use Permit requested, the following may be required:

\_\_\_\_\_ 16 copies of a Site Plan

\_\_\_\_\_ 16 copies of a Sign Plan

\_\_\_\_\_ 16 copies of any other appropriate plans or drawings

A narrative explaining the purpose of the request, the exact nature of the Conditional Use Permit, and the justification of the request.

Other

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I fully understand that all of the above required information must be submitted at least 20 days prior to the Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Comments/Revisions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Received By:

City Agent's Signature \_\_\_\_\_

Date \_\_\_\_\_