



ZONING & LAND USE APPLICATION

INTERIM USE PERMIT – COMM/IND

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	

APPLICANT INFORMATION	
Name	
Address	
Phone	
Email	

OWNER INFORMATION	
Name	
Address	
Phone	
Email	

INTERIM USE PERMIT REQUEST			
Permit Type	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	
Property Zoning			
Brief Description			

FEES			
Application	\$350	Escrow	\$1,500

ACKNOWLEDGEMENT

APPLICANT STATEMENT

This application should be processed in my name, and I am the party whom the City of Rogers should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

Applicant Signature

Date

OWNER STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City of Rogers by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

Applicant Signature

Date

SUBMITTAL REQUIREMENTS	
Application Fee(s)	Non-refundable application fee and escrow to cover expenses related to the review.
Legal Description	A full legal description, as documented on property deed or certificate of title.
Boundary Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, platted and recorded easements and rights of way, existing and proposed structures or additions or other site improvements with dimensions to show size and location, structure setbacks from property lines, natural features, driveways and utilities.
Written Statement	This narrative shall describe the requested Interim Use Permit approval and the intended use of the property, compatibility to the surrounding land uses, and a detailed justification as to why the City should consider and approve the request. If applicable, narrative must also describe the intended use, hours of operation, parking and vehicle/pedestrian movements, potential nuisances and impacts on neighboring properties and how they shall be remedied.
Site Plan	The Site Plan must be drawn with a straight edge and to a standard engineering scale. The Site Plan must include the following: north arrow, lot lines with dimensions, streets and trails, driveway locations, natural features (wetlands, lakes, creeks, woodlands, etc.), existing and proposed structures or additions with property line setbacks, and easements, rights of way and public land dedications, if proposed or required.
Vicinity Map	Aerial map showing the property and the existing land use designations per the Comprehensive Plan and zoning of adjacent properties.
Conditions Map	Map showing existing and proposed uses for the site, including property boundaries, existing structures, open space, streets and trails, natural resources, 2-foot interval contours, hydrologic features (surface water, floodplain, wetlands, natural swales and drainage patterns), public utilities and easements.
Street & Utility Plan	Detailed location and size of facilities, designed to City engineering standards.
Grading & Drainage Plan	This Plan must include the following: erosion and sediment control plan, proposed building pads, existing and proposed two (2) foot contours, location and size of existing and proposed pipes and treatment areas, floodplain information and stormwater engineering calculations.
Tree Plans	Woodland Preservation, High Priority and Significant trees must be identified on the existing and proposed conditions plans, showing tree preservation and removals.
Wetland Delineation	A wetland delineation report and appropriate documentation may be required. If required, the delineation must be staked in the field for City staff verification. The Elm Creek Watershed District must approve any required wetland mitigation.
Landscape Plan	Species of all trees and plantings, irrigation and total value of landscaping.
Parking Plan	Location and amount of parking used to meet off-street requirements, including shared parking areas, loading/unloading areas, etc.
Lighting Plan	Type and location of lighting for streets, trails and parking areas. The City may also require photometrics to show the lightshed.
Signage Plan	All signs to be included and/or required with the development, including development and directional signs, street signs, etc.
Building Plans	Scaled floor plans and four (4) sided architectural elevations and color renderings for each and legend showing the type and location of materials to be used.
Mailing Labels	Mailing list, labels and map of names and addresses of property owners located within 350 feet of the subject property. Labels are available through Hennepin County at https://gis.hennepin.us/locatenotify/default.aspx <i>The City may also provide this information for an additional \$25 fee.</i>
Other Items	City staff reserve the right to require additional items be submitted for a full review of the application if deemed necessary to consider the request.
Submittal Format	(1) Hardcopy Plans – 11" x 17" and (3) Hardcopy Plans – 24" x 36" Electronic Application & Plans

All documents are public information and may be used in written reports and distributed to the public.

PROCESS

MONTH 1						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

MONTH 2						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

- Application submitted.
- 15 business day review completed.
- Notice mailed to property owners.
- Planning Commission meeting.
- City Council meeting.

NOTICE TO APPLICANT

An Interim Use Permit is a zoning approval to allow a land use for a brief period. Interim uses may be allowed until a permanent location is obtained or while a permanent location is under construction; the proposed use is presently acceptable but that anticipated development, redevelopment or public plans (i.e. streets, parks, etc.) but would not be in the future; or the use is not otherwise allowed but because of its temporary nature is deemed acceptable. Approval of Interim Use Permits are based upon several factors and are only approved provided the applicant is able to satisfy and conform to City standards, including zoning, Comprehensive Plan land use policies and performance standards.

All applications are reviewed individually and are evaluated based on their own merit(s). Interim Use Permits are generally approved subject to several conditions, including permitted duration of the use, which must be satisfied before permits are issued for any project-related construction activities. Applicants are encouraged to meet with City staff prior to formally submitting their application to discuss the request and concept ideas for the proposed project in an effort to reduce delays. Participation in the pre-submittal meeting does not provide or guarantee approval of the request or project.

The City has 15 business days from the date of submittal to determine whether the application is complete. If complete, the City has 60 days up to 120 days to approve or deny the request. If not complete, the applicant may be required to submit additional information to include with the application. The City reserves the right to reject incomplete applications.

Public hearings, if required, are conducted by the Planning Commission. Notices are sent to the newspaper for publication and to all property owners within 350 feet of the property for which the request is made or project is located. Any person has the option of providing comment in writing or in person at the public hearing. Applicants are encouraged to discuss their request or project at public hearing.

All expenses pertaining to application reviews are the responsibility of the applicant. Application fees help cover the costs incurred by the City to review, which may include, but is not limited to: City staff and consultant time, legal review, notice publication and mailing, etc. Unspent escrow fees paid at the time of application are returned six (6) months after City Council action. The City may require additional escrow to be paid to cover any expense(s) in excess of escrow fees paid at the time of application.