

CITY OF MANHATTAN BEACH **CONDITIONAL USE APPLICATION**

Please read the conditional use application in its entirety before submitting the application. Applications must be submitted at least 30 days before the Planning Commission meeting. The full land use ordinance is available at City Hall or at the City website.

WHAT IS A CONDITIONAL USE PERMIT?

A conditional use is a land use or development that would not be appropriate without restrictions, but may be allowed with or without restrictions of conditions as determined by the Planning Commission. The Planning and Zoning Commission must determine if the following requirements are met when reviewing a conditional use application:

1. Whether safe and healthful conditions can be maintained
2. Whether water pollution, including sedimentation accumulation, can be prevented and controlled
3. Whether existing topographic and drainage features and vegetative cover on the site can prevent or control run-off
4. Whether the location of the site has access to existing or future roads
5. Whether the proposed conditional use is compatible with uses on adjacent land
6. Whether the proposed condition use is compatible with the desirable pattern of development in the area
7. Whether the proposed sewage treatment system is adequate to contain the amount of liquid wastes to be generated by the proposed conditional use.

CITY OF MANHATTAN BEACH CONTACT INFORMATION

Planning and Zoning Administrator Darrin Welle
National Joint Powers Alliance
PO Box 219
Staples, MN 56479
Phone: (218) 895-4142

APPLICATION:

- A. Applicant shall complete Conditional Use Application provided by Zoning Administrator and submit to Zoning Administrator at least **30** days prior to scheduling public hearing.
- B. Application shall be completed with as a minimum the information from Conditional Use Checklist.
- C. Application shall be accompanied by application fee made payable to City of Manhattan Beach. A recording fee is to be made out the Crow Wing County. **This fee does not cover the Land Use Permit, which must be filed separately, if necessary.**
- D. The Planning Commission holds their monthly meeting on the third Tuesday of the month at 6:30 PM at City Hall. Meetings are held as needed, so coordinate with the Zoning Administrator for placement on the agenda.

REVIEW:

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. The Zoning Administrator may conduct a site visit of the property to familiarize him or herself with the property and to verify that the requirements of the Ordinance, such as setbacks, can be met.
- D. Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall or by request to darrin.welle@njpacoop.org, typically one week prior to the scheduled meeting date.
- E. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The Township may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the conditional use application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision on the application. The application can be approved, denied, or tabled in order to gather additional information.
- C. Recommendations of the Planning Commission are taken to the City Council for final action.

**CITY OF MANHATTAN BEACH
CONDITIONAL USE APPLICATION**

APP # _____
Date _____
Fee _____
Check # _____
(for office use only)

Name of Applicant _____

Property Address (E911#) _____ Phone _____

Mailing Address _____ E-mail _____
(if different than above)

City, State, Zip _____

Applicant is:

Title Holder of Property : *(if other than applicant)*

Legal Owner () _____

(Name)

Contract Buyer () _____

(Address)

Option Holder () _____

Agent () _____

Other _____

(City, State, Zip)

Signature of Owner, authorizing application (required): _____
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (15 digit # on Tax Statement) _____

Zoning District _____

What are you proposing for the property? State nature of request in detail:

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

The applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects. Please complete all of the following questions:

(1) Describe whether safe and healthful conditions can be maintained.

(2) Describe how water pollution, including sedimentation accumulation, can be prevented and controlled.

(3) Describe whether existing topographic and drainage features and vegetative cover on the site can prevent or control runoff.

(4) Describe whether the location of the site has access to existing or future roads.

(5) Describe whether the proposed conditional use is compatible with the uses on adjacent land.

(6) Describe whether the proposed condition use is compatible with a desirable pattern of the development in the area.

(6) Describe whether the proposed sewage treatment system is adequate to contain amount of liquid wastes to be generated by the proposed conditional use.

CONDITIONAL USE APPLICATION CHECKLIST

- _____ Completed application, including signature of property owner
- _____ Fee (Public hearing fee and \$46 recording fee)
- _____ Sewer Compliance Inspection Report, if land has a SSTS
- _____ All current City charges paid
- _____ No outstanding violations
- _____ Certificate of Survey (completed by a licensed land surveyor)
- _____ Site plan as close to scale as possible with the following information, as a minimum (unless waived by P&Z Administrator) *:
 - _____ Legal Description of Site (can be located on most property tax statements)
 - _____ Size of parcel and dimensions
 - _____ All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
 - _____ Location on the parcel of existing and proposed sewage treatment systems (ISTS) and wells and their distance from property lines, structures and each other
 - _____ Existing and/or proposed square footage of the driveway (gravel and paved), access roads, parking, sidewalks, walkways or docks.
 - _____ Proposed landscaping, screening, grading and drainage plans.
 - _____ Plan showing topography, contours, soil types, groundwater conditions, bedrock and vegetative cover
 - _____ Name of record owner/title holder of property
 - _____ Approximate location of any proposed signs

** Under certain circumstances, the Planning Commission may require additional information to aid in their decision making.*

Office Use

Notice sent to newspaper: _____

Notice sent to DNR: _____

Meeting Date: _____

60 Day Rule Date: _____