

Date Received: \_\_\_\_\_

# City of Cleveland Conditional Use Permit Application

**Planning & Zoning Department**  
**\$300.00 one-time Administration Fee**

**Section 1:** (For Cleveland Staff Use Only)

Planning Case No. \_\_\_\_\_ Planning Commission Date/Time \_\_\_\_\_

Date Filed \_\_\_\_\_ City Council Date/Time \_\_\_\_\_

**Section 2:**

Applicant: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 3:**

Location of Property: \_\_\_\_\_

Property Address (If applicable): \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Legal Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing use of Property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed use of Property:

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Description of Conditional use Requested:

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Wetland Present:  Yes  No

Total Acreage

Present Zoning Designation

Requested Zoning Designation

Present Land Use

Requested Land Use

Will Zoning Change be required?  Yes (If yes, complete and submit Re-zoning Application)  
 No

**Has the present application previously sought to subdivide, rezone, and obtain a variance or a conditional use permit on the subject site or part of it?**  Yes\*  
 No

**\*If Yes**

When  /  /

What was requested?

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What was the outcome of the request?

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Changes made in plan since concept was approved:

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**Section 4:**

Property Owner: \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Agent having control over land:** \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Engineer:** \_\_\_\_\_ Phone No.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Section 5:**

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should confer with the Planning Department to determine the specific ordinance and procedural requirements applicable to you application.

A determination of completeness of the application will be made within 10 business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within ten business days of application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certification if Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fee may be changed for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. The document and information I have submitted are true and correct to the best of my knowledge.

The City hereby notifies the applicant that development review cannot be completed within 60 days due to public hearing requirements and agency review. Therefore, the City is notifying the applicant that the City requires and automatic 60-day extension for deployment review. Development review shall be completed within 120 days unless the applicant approves additional review extension.

I hereby agree to reimburse the City for all expenses beyond the filing fee costs incurred reviewing and processing the application, concept PUD, and materials submitted.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Application received on

\_\_\_\_\_  
Fee paid

\_\_\_\_\_  
Receipt No.

**Cleveland Planning & Zoning Commission:**

\_\_\_\_\_ Recommendation to deny

\_\_\_\_\_ Recommendation to Approve

This application on: \_\_\_\_\_

**Cleveland City Council:**

\_\_\_\_\_ Denied

\_\_\_\_\_ Approved

This application on: \_\_\_\_\_

**City of Cleveland**

205 4<sup>th</sup> Street, Cleveland, MN 56017

507.931.6380

Date: \_\_\_\_\_

# Conditional Use Permit

## Conditional Use Permit Fees:

\$300.00 one-time Administration Fee

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## **Conditional Use Permit Instructions:**

Application must consist of maps and written statements and include the following:

1. Survey/Site plan drawn to scale showing dimensions.
2. Locations and dimensions of all existing and proposed buildings and structure(s) on lot, height and square footage.
3. Existing and proposed use of the property on site.
4. Dimensions of property, proposed structure(s), and setbacks (show dimensions to lot lines).
5. Curb cuts, driveways, parking spaces.
6. Off-street loading areas.
7. Landscaping plan, which meets all requirements of Zoning Ordinance.
8. Square feet of hard surface covering (roofs, roads, driveways, etc. specify each.)
9. Drainage plan.
10. Type of business and proposed number of employees by shift.
11. North direction and scale.
12. A letter of intent is recommended to why this request is being applied for.

Conditional Use Permit requested must meet four criteria listed below:

1. Granting a Conditional Use will not adversely affect the public health, welfare, and safety, and will not be detrimental or injurious to property or improvements in the neighborhood.
2. Strict enforcement or interpretation would result in a practical difficulty or unnecessary hardship inconsistent with the intent of the Zoning Ordinance.
3. There are exceptional or extraordinary circumstances or conditions applicable to the property, use or facilities that do not apply generally to other properties in the same district.
4. Granting of the Conditional Use will not allow a use, which is otherwise not permitted in the Zoning District in question.

## **City of Cleveland**

205 4<sup>th</sup> Street, Cleveland, MN 56017

507.931.6380