



INTERIM USE PERMIT APPLICATION CHECKLIST & RESPONSE

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications will not be put on the agenda.**

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

APPLICATION REQUIREMENTS:

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

The following materials must be submitted for the application to be considered complete:

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).
NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.
- Completed Application Form(s).
- Letter of Intent.
- Required Plans.

APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL

Site Development Plan:

- Location of all buildings, including existing and proposed.
- Location of all adjacent buildings located within 350' of the exterior boundaries of the property in question.
- Floor area ratio.
- Location and number of existing and proposed parking spaces.
- Vehicular circulation.
- Architectural elevations (type and materials used on all external surfaces).
- Sewer and water alignment, existing and proposed.
- Location and candle power of all luminaries.
- Location of all existing easements.

Dimension Plan:

- Lot dimensions and area.
- Dimensions of proposed and existing structures.
- "Typical" floor plan and "typical" room plan.
- Setbacks on all structures existing or proposed on property in question.
- Proposed setbacks.

Grading Plan:

- Existing contour.
- Proposed grading elevations.
- Drainage configuration.
- Storm sewer catch basins and invert elevations.
- Spot elevations.
- Proposed road profile.

Landscape Plan:

- Location of all existing trees, type, diameter and which trees will be removed.
- Location, type and diameter of all proposed plantings.
- Location and material used of all screening devices.

Please answer the following questions as they relate to an Interim Use Permit request. You may fill-in this form or create your own.

IN YOUR OPINION:

1. Will the proposed interim use be a detriment to the health, safety or general welfare of the community; cause serious traffic congestion or hazards; or seriously depreciate surrounding property values?

YES NO

Why or why not?

2. Will the proposed interim use conform to the general purpose and intent of this code and comprehensive plan, including all applicable performance standards, so as not to be in conflict on an ongoing basis?

YES NO

Why or why not?

3. What is the anticipated date the interim use will terminate?

Date: _____ / _____ / _____ /

4. Would permission of the interim use impose any additional costs on the public if it is necessary for the public to take the property in the future?

YES NO

Why or why not?

5. Will the interim use delay any anticipated development or redevelopment of the site?

- YES NO

Why or why not?

6. Is the property on which the interim use will be located currently in compliance with all applicable city code standards?

- YES NO

Why or why not?

7. Is the proposed use or activity allowed as an interim use in the applicable zoning district?

- YES NO

Why or why not?

The City Council must make an affirmative finding on all of the criteria listed above in order to grant an interim use permit. The applicant for an interim use permit has the burden of proof to show that all of the criteria listed above have been satisfied.