

Conditional Use Permit/Interim Use Permit Application Cover Sheet

3110 Strand Road / Duluth, MN 55803

218-606-6972

Please carefully complete (PRINT) this application according to the instructions attached. Failure to fill in all of the required information may result in a delay of processing your application. A fee of \$_____ (please see fee schedule on our website: townoflakewoodmn.org) must accompany this application. Please make checks payable to Town of Lakewood.

APPLICANT INFORMATION

Name of Applicant: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: Home: _____ Work: _____ Cell: _____

LAND OWNER INFORMATION *(If different than applicant)*

Name of Land Owner: _____

Mailing Address: _____

E-Mail Address: _____

Phone Number: Home: _____ Work: _____ Cell: _____

PROPERTY INFORMATION

Parcel ID# _____

Property Address *(If different than land owner address)* _____

Applicant Signature	Printed Name	Date
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Owner Signature (If applicant is not the owner)	Printed Name	Date
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Office Use Only

Date Received	Fee	Date Approved
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Town of Lakewood

3110 Strand Road / Duluth, MN 55803

zoning.lakewoodmn@gmail.com

Conditional Use Permit / Interim Use Permit Application

INFORMATION ABOUT CONDITIONAL USE / INTERIM USE PERMITS

A **“Conditional Use”** is a land use or development which would not be appropriate without restrictions throughout the zone district but which, if controlled as to number, area, size, location or relation to neighborhood, and as to compatibility with official Township plans, would not be injurious to the public health, safety, convenience, morals, order, comfort, appearance, prosperity or general welfare. Such uses may be permitted in listed zone districts only after approval of a conditional use permit by the Planning and Zoning Commission. Such uses when granted shall be considered permitted uses, not variances, and shall remain in effect so long as the conditions of the permit are met.

All classes of Conditional Use Permits may be approved only upon a showing by the applicant that the standards and criteria stated in Article VIII, section 3.06 of the Lakewood Zoning Ordinance will be satisfied. Since by definition a conditional use is a special use not generally appropriate within the zone district, the applicant, or his/her representative, bears the burden of demonstrating a right to the permit by making such showing. Absent such showing, the Commission shall deny any application. When, in the opinion of the Commission, a conditional use permit may result in a material adverse effect on the environment, the applicant will be requested by the Commission to demonstrate the nature and extent of the effect, with all expenses to be borne by the applicant.

An **“Interim Use”** is a temporary use of property, provided that use is allowed by Ordinance, until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it. Common IUPs are for:

1. To allow a use for a brief period of time until a permanent location is obtained or while the permanent location is under construction.
2. To allow a use that is presently judged acceptable by the Commission, but that, with anticipated development or redevelopment, may not be acceptable in the future.
3. To allow a use that otherwise may require a conditional use permit under the zoning ordinance but because of its temporary nature may be acceptable as an interim use.

For more information, the Lakewood Zoning Ordinance and Comprehensive Land Use Plan can be found at:
www.lakewoodtownshipmn.org

Attach this form to a complete Land Use Permit Application form. Along with your submission, include a list of no less than ten (10) property owners within a quarter mile of the property in question, including names and complete mailing addresses.

Generally – The **fee for a CUP or IUP Hearing for a Home Business or Home Occupation is per the current Lakewood fee schedule, Commercial Use is per the current Lakewood fee schedule**, payable with the application. Confirm with the Zoning Administrator as there are additional fees for less common CUP/IUP requests. Fees are subject to change without notice.

APPLICANT

1. Name: _____
2. Address: _____
3. Tax Parcel ID # (subject property): _____

REQUEST *Complete this form along with the Land Use Permit Application Attach additional pages as needed*

1. Describe your request? Conditional Use or Interim Use? If Interim Use, what is the proposed term? _____

2. Describe the current use of the property

3. Describe how the proposed use will affect traffic, noise and other peaceful enjoyment of other property owners and residents. Describe additional lighting, security and/or signage plans. Will you have employees? What are the proposed hours of operation? Will the use be operated seasonally or year round? _____

4. Describe how the proposed use conforms to the Comprehensive Land Use Plan. _____

5. Describe how the use is compatible with the existing neighborhood and how, if approved, the use will not be injurious to the use and enjoyment of the environment, or detrimental to the rightful use and enjoyment of other property in the immediate vicinity, or neighborhood, nor substantially diminish or impair property values within the surrounding neighborhood.

6. Describe how the use will not impede the normal and orderly development and improvement in the surrounding area.

7. Describe how the use is consistent with the desirable pattern of development for the area.

8. Describe how the use is consistent with and conforms to the spirit and intent of the Lakewood Zoning Ordinance.

9. Additional Information for Interim Use Permit Applications Only: Describe that the use conforms with applicable zoning regulations. Confirm that the use will not impose any additional, unreasonable cost to the public.

10. Include additional comments that will clarify your request for the Planning & Zoning Commission.
