



**CITY OF NEVIS INTERIM USE PERMIT APPLICATION**  
 P.O. Box 108, 104 Main Street, Nevis, MN 56467  
 Phone: (218) 652-3866, email: [neviscty@gmail.com](mailto:neviscty@gmail.com)

**Permit Fee \$275.00** \_\_\_\_\_ **Escrow Fee \$500.00** \_\_\_\_\_

**Interim Use Permit:** A temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it. This is a request for land use or development as defined by ordinance that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that standards and criteria stated in the Zoning Ordinance for the City of Nevis will be satisfied. A condition use must be compatible with the existing neighborhood. This permit may not be transferable with ownership. A public hearing will be conducted by the Planning commission with their recommendations passed to the city Council for final action on the request. All property owners within 350 feet of your lot line will be notified by mail of the public hearing date and time. ALL materials must be received to the City Office no less than 3 weeks prior to the Public Hearing to ensure all public notices are met.

**\*\*All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Zoning Administrator on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, and payroll taxes.**

**Owner/Applicant:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Description and Reason for Request:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Size of Lot: \_\_\_\_\_

Is property connected to City Water and Sewer Services: \_\_\_\_\_ YES \_\_\_\_\_ NO

Legal Description of Property (found on the Hubbard County Website, lot, block, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_  
 Please state *desired* date or event that will terminate the Interim Use Permit: \_\_\_\_\_

Please submit the items listed below:

1. Completed and signed application,
2. Complete Planning Report (as described on page 2)
3. Copy of Deed or Title to the property,
4. Sketch your property lines and indicate lot size
5. Sketch existing buildings in pencil, with dimensions,
6. Show space (inches, feet) between buildings and lot lines (setbacks),
7. Show space reserved for parking and note spaces with dimensions,
8. Show direction of water runoff and drainage,
9. Identify wetlands, and or public waters on the property,
10. Show the direction of North

**INTERIM USE – Supporting of Facts**

Property is located in the zoning district \_\_\_\_\_

Is the proposed Use identified as a Conditional Use in this zoning district? \_\_\_\_\_yes \_\_\_\_\_no

If the answer is “No”, a permit cannot be granted. If the answer is “yes”, a permit may be granted. The granting of a permit may be subject to conditions designed to ensure compatibility with the intent of the Nevis Zoning Ordinance.

1. Are there characteristics of the proposed use that may violate the health, safety or general welfare of Nevis Residents? (also check Nevis City “Nuisance” Ordinance)
2. Is the proposed use consistent with the Zoning Ordinance?
3. Does the proposed use present any unique concerns regarding erosion, runoff, water pollution or Sedimentation?
4. Could the proposed use create any special problems with parking?
5. Would the proposed use cause any problems with access or traffic generation?
6. Is the proposed use incompatible with other uses located in the zoning district?

Termination:

An Interim Use will terminate and become void upon the occurrence of any of the following events:

1. The date stated in the permit,
2. A violation of any condition under which the City Council issued the permit,
3. A change in the applicable zoning regulations, which no longer allows the use,
4. The Operator/Owner or the Use changes,
5. The permit is not utilized for a period of one (1) year from the date of issuance.

Revocation:

The City Council may revoke the Interim Use permit if any of the permit’s conditions are violated.

Process:

1. Completed applications are placed on the Planning Commission Public Hearing agenda, which you are invited to attend. Letters are sent to all property owners within 350 feet of your parcel as an invitation to come and speak regarding the application.
2. A lot renewal will be conducted by the Planning Commission and or City Council prior to the Public Hearing.
3. During the Public Hearing you will be asked to present your Application Report to the Planning Commission. At that time audience members will also be allowed to comment on the proposed application.
4. After the Public Hearing, the Planning Commission will meet to discuss the application further and vote to either recommend or deny the application to the Nevis City Council. You will be notified by mail.

**Agreement:** By submitting this application, I certify and agree that I am the owner or authorized agent of the owner of the above property, and that all uses will conform to the provisions of the City of Nevis. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, surveys, site plans, building plans and other information before the application is accepted or approved. Intentional or unintentional falsification of this application or any attachments thereto will be making the application, any approval of the application and any resulting permit invalid. I authorize City of Nevis staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release the City of Nevis and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the applications or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

\_\_\_\_\_  
**APPLICANT’S SIGNATURE** \_\_\_\_\_  
**DATE**

\*\*\*\*\*

Date Received: \_\_\_\_\_ Completed Application date: \_\_\_\_\_  
 Fee Paid (check #): \_\_\_\_\_ Escrow Paid (check #): \_\_\_\_\_

\_\_\_\_\_  
**City Official**