



**CONDITIONAL OR INTERIM USE PERMIT APPLICATION**

125 SOUTH BROADWAY  
 WELLS, MN 56097  
 507.553.6371 OFFICE  
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[cityhall@cityofwells.net](mailto:cityhall@cityofwells.net)

FILE NUMBER	ZONING	DATE RECEIVED
PROPERTY INFORMATION		
Property Address		
Parcel ID Number(s)		
PROPERTY OWNER INFORMATION		
Owner Name		
Owner Address		
Owner Phone		
Owner Email		
APPLICANT INFORMATION		
Applicant Name		
Applicant Address		
Applicant Phone		
Applicant Email		
TYPE OF REQUEST		
<input type="checkbox"/> <b>Conditional Use</b>		<input type="checkbox"/> <b>Interim Use</b>

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the City by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other City approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**

**APPLICANT'S STATEMENT**

This application should be processed in my name, and I am the party whom the City should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**

## APPLICATION PROCESS

1. **APPLICATION:** A property owner or their representative completes an application and submits this application with all required documents and fees to the City of Wells Zoning Administrator.

**All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

2. **ADDITIONAL FEES:** At its discretion, the City of Wells may require outside consultant review of the application. Outside consultants may include attorneys, planners or engineers. Applicants are required to cover the cost of the consultant review. City staff will notify applicants that such review is required prior to hiring the consultant(s). At that time, the applicant must provide a cash escrow to the City to cover the cost of the review. If the applicant refuses to comply with this part of the application, the application will be deemed incomplete and will not be processed until escrow is provided.
3. **NOTIFICATION:** The City sends notification to all property owners within at least 350 feet of the property for which the request is being made. These property owners are encouraged to comment on the request and further invited to attend a public hearing which is held to consider the request.
4. **CITY REVIEW:** City staff reviews the submitted application and documents and prepares a written report recommending either approval or denial of the request. The written report, which includes any neighborhood feedback, is forwarded to the applicant or their representative and the Planning & Zoning Commission and City Council.
5. **PLANNING & ZONING COMMISSION PUBLIC HEARING:** The Planning & Zoning Commission holds a public hearing on the request after a 10 day notice in the official newspaper and written notice to the adjacent property owners.

During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request.

Following the public hearing, the Planning & Zoning Commission discusses the request and votes to recommend the City Council approve or deny the request.

6. **CITY COUNCIL REVIEW:** The City Council considers the request at a following meeting and votes to approve or deny the proposal.

By state law, a final decision on a zoning request must be made within 60-days of submittal of a complete application. An applicant may waive this 60-day time limit or the City may give itself a 60-day extension by notifying the applicant in writing of the extension before end of first 60-days and must give a reason for extension.

The final decision with any conditions will be given in writing.

7. **APPROVAL:** If a request is approved, all conditions of approval must be satisfied before a building permit or certificate of occupancy will be issued.
8. **RECORDING:** If a request is approved and completed, it should be recorded with the County Recorder as approval will be attached to the property, until amended.

## CONDITIONAL & INTERIM USE SUBMITTAL REQUIREMENTS

The following items must be submitted for a conditional use permit application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

<b>Application Fee</b>	\$300.00 + any consultant fees.
<b>Legal Description</b>	A full legal description, as documented on property deed or certificate of title must be
<b>Survey</b>	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted for any conditional use permit <u>application involving construction or earth disturbing activities</u> . The survey must include: legal description, lot dimensions, all platted and recorded easements, natural features (creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, the location of existing and proposed driveways and utility lines, existing two foot contours, grade elevations at lot and building corners, and lowest floor elevations.
<b>Site Plan</b>	In those cases when a registered survey is not required, a site plan is required. The site plan must be drawn with a straight edge and to a standard engineering scale. The site plan must include the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> north arrow</li> <li><input type="checkbox"/> streets labeled</li> <li><input type="checkbox"/> all lot lines with dimensions</li> <li><input type="checkbox"/> driveway location</li> <li><input type="checkbox"/> all known easements</li> <li><input type="checkbox"/> natural features (e.g. wetlands)</li> <li><input type="checkbox"/> existing structures with setbacks from all property lines</li> <li><input type="checkbox"/> proposed additions with setbacks from property lines</li> <li><input type="checkbox"/> all trees in the area of the construction, both existing and to be removed</li> <li><input type="checkbox"/> setbacks must be measured perpendicular from the property line</li> </ul>
<b>Grading &amp; Drainage Plan</b>	A grading and drainage plan must be submitted for any conditional use permit application <u>involving construction or earth disturbing activities</u> and must include: <ul style="list-style-type: none"> <li><input type="checkbox"/> existing and proposed two-foot contours</li> <li><input type="checkbox"/> location and size of proposed pipes and stormwater treatment areas</li> <li><input type="checkbox"/> associated engineering calculations</li> </ul>
<b>Landscape Plan</b>	A landscape plan must be submitted for any conditional use permit application involving <u>construction or earth disturbing activities</u> and must depict and describe all existing and proposed landscaping.
<b>Building Rendering</b>	Building renderings must be submitted for any conditional use permit application <u>involving construction</u> and must depict all elevations of the proposed addition and specify building materials.
<b>Written Statement &amp; Supplemental Questions</b>	A written statement must be submitted and must describe the intended use of the property or proposed structure. You must also answer the supplemental questions.
<b>Other Items</b>	City staff may require that additional items be submitted for full review of this application.

**If plans larger than 8.5" x 11" are submitted, 7 copies must be submitted and must be folded no greater than 8.5" by 14".**

**Conditional Use/Interim Use Required Supplemental Questions** (attach additional sheets, if necessary)

1. Please explain how the use is compatible with the uses in the immediate vicinity for the purposes already permitted.
2. Please explain how the use will not substantially diminish and impair property values within the immediate vicinity.
3. Please explain how the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area.
4. Please explain how adequate utilities, access roads, drainage, and other necessary facilities have been or will be provided.
5. Please explain how adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.
6. Please explain how adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance
7. Please explain how lighted signs and other lights will be controlled in a manner that no disturbance to neighboring property will result.

OFFICE USE ONLY	
Completed Application & Fee Received Date:  Application & Fee Approved By:	60-Day Approval Date: _____ 120-Day Approval Date: _____  60-Day Extension Date: _____
Public Hearing Notice Published Date:	Public Hearing Notice Letters Sent Date:
Planning & Zoning Commission Public Hearing/Action Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Tabled <input type="checkbox"/> Denied
City Council Public Hearing/Action Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Approved with conditions <input type="checkbox"/> Tabled <input type="checkbox"/> Denied