

CITY OF LAKE SHORE
CONDITIONAL USE PERMIT APPLICATION

APPLICATION:

- A. Applicant shall complete Conditional Use Permit Application provided by Zoning Department and submit to Zoning Department 30 days prior to scheduling public hearing.
- B. Application shall be accompanied by fifteen (15) prints of site plan drawing complete with as a minimum the information from Conditional Use Permit/Variance Checklist.
- C. Application shall be accompanied by application fee made payable to the City of Lake Shore. **This fee does not cover the land use permit, which must be filed separately, if necessary.**

REVIEW:

- A. Planning and Zoning Department shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Permit Application and supporting documents, the Zoning Department shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date. The City Engineer may comment on the application if appropriate.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the conditional use permit application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision to table, approve or deny the application.

APP # _____

Date _____

(for office use only)

**CITY OF LAKE SHORE
CONDITIONAL USE PERMIT APPLICATION**

Name of Applicant _____ Phone _____

Address _____ Email _____

City, State, Zip _____

Applicant is:

Title Holder of Property:

Legal Owner () _____

(Name)

Contract Buyer () _____

(Address)

Option Holder () _____

Agent () _____

Other _____

(City, State, Zip)

Signature of Owner, authorizing application: _____

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

Parcel ID No. _____ Zoning District _____

State nature of request in detail: (What are you proposing for the property?)

What changes (if any) are you proposing to make to this site?

Building: _____

Landscaping: _____

Parking/Signs: _____

Pursuant to the Lake Shore City Ordinance, Section 4.8.5, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause not significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is not impact, explain why.

- (2) Describe the character of the area and the existing patterns and uses of development in the area. How is the proposal consistent with those development patterns.

- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

- (4) Describe the impact on the character of the neighborhood in which the property is located.

- (5) Describe the impact to traffic on roads and highways in the vicinity and on expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

- (6) Discuss any environmental limitations of the site or area.

(7) Please include any other comments pertinent to this request.

CITY OF LAKE SHORE
CONDITIONAL USE PERMIT CHECKLIST

- _____ Completed application
- _____ Fee (\$300.00)
- _____ Fifteen prints of site plan
- _____ Sewer Compliance Inspection (if ISTS)
- _____ All current City charges paid
- _____ Site plan with the following information, as a minimum (unless waived by P&Z Department): **Proposed improvements must be staked 10 days prior to the meeting.**
 - _____ Legal Description of Site
 - _____ Building Envelope
 - _____ Site plan, prepared by a licensed surveyor, showing parcel, dimensions and 10 foot contours (smaller contour intervals may be required where deemed necessary)
 - _____ Location of all existing and proposed structures, their square footage, dimensions and setbacks from lot lines and lakes
 - _____ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
 - _____ Proposed landscaping and screening plans
 - _____ Proposed Drainage Plan
 - _____ Location of Septic System and well. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
 - _____ Building Elevations
 - _____ Impervious surface calculations (existing and proposed).
 - _____ Soils data
 - _____ Bluff determination if necessary.
 - _____ Name of record owner/title holder of property
 - _____ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features

In addition the following requirements are required for commercial applications:

- For all commercial buildings exceeding 1500 square feet in area, plans signed by an architect, licensed in Minnesota, indicating conformance with applicable regulations and codes.
- Parking lot and loading layout.
- Exterior Lighting Plan.
- Trash Handling Equipment/Mechanical Equipment
- Signage Plan

CITY OF LAKE SHORE CONTACT INFORMATION

City of Lake Shore:

Teri Hastings, Zoning Administrator
8583 Interlachen Road
Lake Shore, MN 56468
Phone: 218-963-2148
Fax: 218-963-7562
Email: thastings@cityoflakeshore.com