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## INTERIM USE PERMIT APPLICATION

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### 525.440. Interim use permits.

- (a) *Purpose.* An interim use permit allows the city to consider temporary uses of land for a period of up to five (5) years. The proposed use must be allowed as a conditional use in the district where the property is located. An interim use may be allowed as a temporary use of property until a particular date, until the occurrence of a particular event, or until the zoning regulations no longer allow it. In the event of a public taking of property after the interim use is established, the property owner shall not be entitled to compensation for any increase in value attributable to the interim use.
- (b) *Procedure and decision-making body.* The applicable city council committee shall hold a public hearing as provided in section 525.220 and the city council shall make decisions on interim use permits. The city council may approve an interim use of property as defined and authorized by Minnesota Statutes, Section 462.3597.
- (c) *Required findings or criteria.* In addition to the findings and criteria required for a conditional use permit, each of the following findings shall be made before granting an interim use permit:
- (1) The interim use is authorized as a conditional use in the zoning district in which it is to be located.
  - (2) Except as otherwise authorized by this section, an interim use will conform to this zoning ordinance as if it were established as a conditional use.
  - (3) The date or event that will terminate the interim use is identified with certainty. Interim uses may not be granted for a period of greater than five (5) years.
- (d) *Exceptions.* The city council may waive conditions that would apply to an interim use upon a finding that the temporary nature of the interim use will eliminate the adverse effects the condition was intended to prevent.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadio aad Caawimaad u baahantahay 612-673-3500.

## INTERIM USE PERMIT APPLICATION REQUIREMENTS CHECKLIST

**Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.<sup>1</sup>**

	Pre-application meeting.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	Statement of proposed use and description of the project.
	Statement addressing the interim use conditions and guarantees.
	Completed Interim Use Permit Application Worksheet and Accuracy Declaration form.
	A letter from the property owner, if other than the applicant, stating support for the application.
	<p>Copy of a letter or email, sent to the applicable neighborhood group(s) and city council office, explaining the proposed project. The letter must contain the following information:</p> <ol style="list-style-type: none"> <li>1. Description of the project.</li> <li>2. Land use applications that the applicant is aware are needed for the project.</li> <li>3. Address of the property for which zoning approval is sought.</li> <li>4. Applicant's name, address, telephone number, and e-mail address, if available.</li> </ol> <p>Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information shall also be provided to the neighborhood group(s) representing the adjacent area(s).</p>
	Verification of historic status of property and submission of any required HPC application(s). <sup>2</sup>
	Photos of the property and existing structures.
	Scaled and dimensioned elevations of each façade (for new construction).
	Scaled and dimensioned floor plans showing all floors.
	Scaled and dimensioned signs (locations, types and dimensions).

***Checklist continues on next page.***

<sup>1</sup> City staff will review the initial application submission and will notify the applicant of what, if any, additional information must be submitted for staff to evaluate the application for approval or denial. Please be aware that supplemental information may also be requested during the evaluation of the application.

<sup>2</sup> Demolition of an existing structure requires a separate review by CPED staff to determine if the property is an historic resource.

**Checklist continued.**

	<p>Scaled and dimensioned site plan.<sup>3</sup> Must include the following items:</p> <ul style="list-style-type: none"> <li>▪ All property lines.</li> <li>▪ Streets, sidewalks and alleys, include existing and proposed curb cuts. Indicate if public areas are to be vacated.</li> <li>▪ Indicate traffic flow on streets, alleys and drive aisles.</li> <li>▪ Adjacent uses (show location and identify).</li> <li>▪ Building footprints (including garages and other accessory structures) and square footages.</li> <li>▪ Other impervious surfaces (walkways, decks, patios, etc.) and square footages.</li> <li>▪ Structure encroachments (including areaways, balconies, door swings, etc.) in the right-of-way.</li> <li>▪ Dimensioned parking, including handicap accessible spaces, and loading spaces (all parking and loading areas serving the property). Indicate how the parking and loading areas will be designed (curbing, wheel stops, etc.).</li> <li>▪ Bicycle parking spaces.</li> <li>▪ Landscaping plan showing existing and proposed shrubs and trees (location, type, number and overall amount).</li> <li>▪ Indicate snow storage area or propose a snow removal plan.</li> <li>▪ Walls, screens and fences (show location, type and height).</li> <li>▪ Mechanical equipment (air conditioning units, electrical transformers, etc.)</li> <li>▪ Fire hydrants, transit stops, public plazas, trash enclosures, trees in the public right-of-way.</li> <li>▪ Proposed and existing lighting (location, type and size).</li> <li>▪ Natural features and topography.</li> <li>▪ Indicate the direction of water drainage from the site and building (downspouts, roof drains, etc.).</li> <li>▪ Stormwater management plan where more than ½ acre of land is disturbed.</li> <li>▪ Erosion control plan for sites where more than 5,000 square feet of dirt is disturbed.</li> <li>▪ Indicate north arrow and date the plan was drawn.</li> </ul>
	<p>Please submit all required documentation electronically. Check with your assigned planner to verify whether hard copies are also required.</p>

**FEES**

APPLICATION TYPE	FEE (DOLLARS)
Interim Uses:	780

<sup>3</sup> The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided.* If the project is subject to Chapter 550, Article V, Site Plan Review Standards, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

## INTERIM USE PERMIT APPLICATION WORKSHEET

<b>Property Owner/Applicant</b>	Name	
	Mailing address, including city, state, and zip code	
	Phone number	
	Email	
<b>Applicant's Representative</b> <i>This person will be the primary contact for staff and is the authorized agent in place of the property owner.</i>	Name	
	Mailing address, including city, state, and zip code	
	Phone number	
	Email	
<b>Neighborhood Group Contact</b> <i>Be sure to include a copy of the letter or email that was sent</i>	Name	
	Email	
	Date letter/email sent	
<b>Council Member Contact</b> <i>Be sure to include a copy of the letter or email that was sent</i>	Name	
	Ward	
	Date letter/email sent	
<b>Property Information</b>	Address(es)	
	Identification number(s)	
	Lot area	
	Zoning classification(s)	
<b>Name of Proposed Project</b> <i>(If applicable)</i>		

<b>Property History</b>	Name of current business:	Beginning/end dates:	Type of business/use:
	Name of current business:	Beginning/end dates:	Type of business/use:
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<b>Building Data</b> <i>Fill in existing &amp; proposed even when no change is proposed</i>	Gross floor area	Existing to remain:	Proposed new:
	Building footprint area	Existing to remain:	Proposed new:
	Building height	Existing stories & feet:	Proposed stories & feet:
	Dwelling units	Existing:	Proposed:
<b>Specific Uses</b> <i>As applicable</i>	Car repair	Number of service bays:	Gross floor area excluding service bays (square feet):
	Nightclub	Seating and lobby area (square feet):	
	Place of assembly or reception/meeting Hall	Auditorium area (square feet):	
	School	Number of classrooms:	Number of students of legal driving age (full attendance):
<b>Parking Data</b>	Number of standard spaces	Existing:	Proposed:
	Number of compact spaces	Existing:	Proposed:
	Number of handicap spaces	Existing:	Proposed:
	Total spaces	Existing:	Proposed:
	Number of bicycle spaces	Existing:	Proposed:
	Number of loading spaces	Existing:	Proposed:
<b>Landscaping Data</b>	Landscaped area (square feet)	Existing:	Proposed:

<b>Sign Data</b>	Number of signs	Existing:	Proposed:
	First sign (circle one):  Existing / Proposed	Type of sign (circle one): Freestanding / Mounted	Length x width (feet):
		If lit, how?	Area (square feet): Height above grade (feet):
	Second sign (circle one):  Existing/Proposed	Type of sign (circle one): Freestanding / Mounted	Length x width (feet):
		If lit, how?	Area (square feet): Height above grade (feet):
	<b>Fence Data</b>	First fence (circle one):  Existing / Proposed	Type/material (i.e. wood, chain-link):
Height (feet):			
First fence (circle one):  Existing / Proposed		Type/material (i.e. wood, chain-link):	Length (feet):
			Height (feet):

**ACCURACY DECLARATION**

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): \_\_\_\_\_

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_