

Application Fee \$500.00

CITY OF GAYLORD

APPLICATION FOR CONDITIONAL USE PERMIT

Street Location of Property _____

Legal Description of Property _____

Owner _____
Name Address Telephone

Applicant _____
Name Address Telephone

Description of Request: _____

Reason for Request: _____

I further state that if this request is granted, I will proceed with the actual construction in accordance with the plans herewith submitted within six months from date of filing this appeal; will complete the work within _____ year(s) from said date; and that I am able from a financial, legal, and physical basis to do so.

NOTE: Site plan showing property lines and location of buildings attached.

Date: _____

Signature of Applicant

CITY OF GAYLORD
CONDITIONAL USE PERMIT (CUP) APPLICATION PROCEDURES

APPLICATION FEE: \$500.00- Includes required legal advertisement, mailing to all property owners within 350 feet, and the filing fee for County Recorder. All fees are not refundable.

The CUP procedures are generally outlined in Section 19 of the *Zoning Ordinance of the City of Gaylord* (Ordinance Number 209.5). City staff has a practice of providing a copy of Section 19 to each party requesting information regarding CUPs. If you have not received a copy of this section please request one from City staff.

PROCEDURES:

1. All written application requests, containing the required information listed on the Application Form, must generally be submitted to the City Zoning Administrator **no later than the third Monday of the month** in order to be considered at the Planning Commission meeting the following month. Include all site plans (drawn to scale) at the time of application. Applications or site plans not received by this date will likely be delayed to the following month.

You are also herein requested to furnish a copy of the deed for the property if abstract or owner's certificate of title if torrens.

2. The city administrative staff reviews the Application and scale site plans. If the site plan or information is deemed insufficient, the applicant will be required to furnish the additional information necessary to properly review the application request.

If the application and plans are in order, the administrative staff will evaluate the CUP application in accordance with state law and city ordinance. A Public Hearing is set according to Section 19 of the Zoning Ordinance. The Public Hearing must be completed within 60 days of receiving the satisfactorily completed CUP Application Form. Failure of the Planning Commission to render its decision within this time period shall be deemed a recommendation of approval to the City Council.

3. The administrative staff forwards a recommendation for action to the Planning Commission. A copy of this recommendation will be forwarded to the Planning Commission about one week in advance of the meeting. The city staff may recommend approving, approving with additional contingencies, continuing, or denying the application.
4. Meetings are generally held the second Wednesday of each month at City Hall, 332 Main Avenue. The meetings begin at 5:30 P.M. **You are hereby requested to attend the meeting and explain your request.**

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5. The Planning Commission and staff will schedule a public hearing to be held at the meeting you attend. The legal notice for the request and meeting date will have been published in the Gaylord Hub at least ten days prior to the public hearing. All property owners within a three hundred-fifty (350) foot radius of the applicant's property are notified at least ten days prior to the public hearing of your request and are invited to the meeting where they may present their comments; these are requirement under Minnesota State Statutes.
6. After considering staff's recommendation, your explanation, and the neighborhood comments, the Planning Commission makes an advisory recommendation to the City Council. The Planning Commission must render its decision within 30 days
7. The Planning Commission's recommendation is formally considered by the City Council at their next meeting. The City Council may approve, deny, or refer the application back to the Planning Commission. The Council also reserves the right to approve the request with additional contingencies.

The City Council must take action within sixty days after the Planning Commission renders its decision or the CUP is automatically approved. Council meetings are generally held the first and third Wednesday of each month.

8. The Zoning Administrator shall file a certified copy of any CUP with the Sibley County Recorder. The CUP shall include the legal description of the property involved, owner's name and any conditions stipulated upon approval by the City Council.
9. In the event the Conditional Use Permit is not adhered to, the City may initiate legal action for noncompliance.

PLEASE NOTE: Whenever within one year after granting the CUP the work permitted has not been started, then such CUP shall become null and void unless a petition for an extension has been approved by the City Council.
