



CONDITIONAL/INTERIM USE PERMIT APPLICATION

Town of May
P.O. Box 60 | Marine on St. Croix, Minnesota 55047
651-439-1706 | bobbi@townofmay.org
Washington County, Minnesota

Owner(s) of Property: _____
Address of Property: _____
Telephone and Email of Owner(s): _____
Washington County PID: _____
Legal Description: _____
Current Zoning of Property: _____
Operator(s) of Enterprise: _____
Address of Enterprise: _____
Telephone and Email of Enterprise: _____
Condition Use: Small Business (Interim)____ Kennel____ Non-Profit____ Cell Tower____ Other: _____

(Note: Small business requires a parcel of ten acres or more. The operator of the small business must reside at the property.)

Description of Operation

(Note: Answer only those questions that apply. If your application is for a Small Business or Non-Profit you will need to answer all questions. However, if your application is for a private (non-commercial) kennel or temporary mobile home as examples, many questions do not apply.)

Name of Operation: _____
Type of Service Provided: _____
Number of Residents: _____
Number of full-time employees and/or part-time employees: _____
Detailed description of operation: _____

Site Plan and Details of Operation

A detailed site plan must be provided, based on a to-scale drawing or survey of the property, showing the following:

- property boundaries and dimensions
- size of parcel in acres
- buildings (existing and proposed)
- adjacent roads
- all setbacks (from roads, lot lines and protected waters)
- driveway access
- parking
- drainage
- fencing
- storage areas
- lighting
- signage
- vegetative screening (existing and proposed)
- location of well and septic system
- (other information as required by Section 704.04 of the Town Code)

Accessory building(s) to be used: _____

(use, open or enclosed, size by length/width, setbacks in feet including side/rear, existing building and/or buildings to be built. Explain how each building will be used.)

Who prepared site plan, if other than applicant: _____

If other than applicant, list contact information: _____

Describe the following:

Visitors per day: Average _____ Peak _____

Cars/Vehicles per day: Average _____ Peak _____

Parking spaces filled per day: Average _____ Peak _____

Visitor trips per day in and out: Average _____ Peak _____

Deliveries/pickups per day: Average _____ Peak _____

Vehicles, trailers, machinery, raw materials, large products on site: _____

Describe movement of vehicles, trailers, machinery, raw materials, large products, if not described above: _____

Days of Operation/Hours of Operation: _____

Lighting: _____

Signage and Advertising: _____

Noise Factors *(describe source, intensity, time duration, and mitigation)*: _____

Chemicals, pollutants, hazardous waste storage and disposal: _____

Any additional information about proposed operation: _____

NOTICE

If this application is for a Small Business/IUP, CUP, Township ordinances require: a 10 acre minimum parcel size; the operator of the business must reside at the property; minimum 100 foot accessory building side lot line and rear lot line setbacks if the business is to operate out of an accessory building. Small Business regulations are further described in Chapter 4, Article 402 of the May Town Code. If this CUP application is for a Kennel, these regulations are described in Chapter 5, Article 501; if this CUP application is for a Cell Tower, these regulations are described in Chapter 6, Article 603.

It is the responsibility of the applicant to obtain copies from the Town Clerk/Treasurer of any and all Township ordinances and supporting materials related to their application and proposed use, including Section 704.04 "Conditional Use Permits", before submitting the application.

ATTEST AND AGREE

By signing this application, I attest that I have read and understand the application, and that the statements and descriptions I provide herein to be true, and constitute an accurate description of the property and the proposed conditional use operation. I further understand that this is only an application and is not a Conditional Use Permit, and that the conditional operation or use proposed herein shall not begin or take place until a Conditional Use Permit has been agreed to and executed by both myself and the Town.

I further understand and agree that if a Conditional Use Permit is granted, that as a condition of its grant, the Town may conduct a periodic review of my permit and of my operation. Further, my operation is also subject to compliance with the directives of any governmental or regulatory body or agency having jurisdiction over the use of the property, and subject to compliance with any statute, rule or regulation pertaining to the property or the use.

Conditional Use Permits are generally reviewed annually at the direction of the Town Board. This review may be informal such as an opportunity at the Annual Town Meeting for anyone to comment on any "conditional" use operating in the Town, or it may be formal such as a public hearing for one or more specific operations. The Board will notify the permit holder 10 days in advance of any formal permit review process.

I further understand that if the Town determines through such review or otherwise, that said conditional operation is being conducted in violation of, or otherwise outside the scope of, this application and/or any Conditional Use Permit, that such permit may be revoked by the Town, and the permit holder, once notified, shall cease the conditional operation immediately.

Finally, I understand that to cover expenses incurred by the Town in acting upon this application, a cash escrow will be due with the submission of this application, in an amount specified to me by the Town Clerk, and that until such escrow is paid in full, this application is incomplete and will not be processed. Should the Town's expenses fall short of the cash escrow, a refund will be due to me. Should the Town's expenses exceed the escrow, I will be asked to furnish an additional cash escrow and/or pay any invoices resulting from this application in a timely manner, before further work by the Town on this application can continue.

Applicant Signature

Date

Applicant Signature

Date

Received by Town Clerk/Treasurer

Date Received

Amount of Filing Fee and Escrow

Date Received