



CITY OF MONTICELLO

Community Development
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**Conditional Use Permit
 Application Checklist**

Applicant Name: _____

Office Use Only	
Application Date:	Application Review Date:

APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, including full legal description of property	
	Completed checklist form (this document) with all required items from below	
	Supporting title information establishing ownership interests in the property (<i>a title commitment and/or signature of fee title property owner</i>)	
	A written narrative which includes: 1. Description of the proposed conditional use, how it will function on the property, hours of operation (if applicable), and any other information necessary to fully describe the request; and 2. Explanation of how the proposed conditional use will meet each of the criteria set forth for approval, as well as any additional criteria that may apply for the specific use as listed in Monticello Zoning Ordinance	
	A location map showing the general location of the proposed use within the community and the principal land uses surrounding the parcel on which the conditional use is proposed	
	Development plans for the proposed use as follows:	
	Site plan drawn to scale showing parcel and existing topography A certificate of survey may be required. Survey to include the following components: <ul style="list-style-type: none"> • All existing and proposed structures • Signed by a registered land surveyor • Current (within last 6 months) • Topographic survey and contours of all surface features including drainage ways, wetlands, etc. • Public utilities including pipe size, material type, depths • Private utilities • Legal description • Easements of record 	
	Location of all existing and proposed buildings and the size of each (including square footage)	
	Curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks	
	Natural features such as woodlands, wetlands, shorelines	
	Landscaping and screening plans, including species and size of trees and shrubs proposed	



		Proposed finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated	
		Type of business or activity and proposed number of employees	
		Proposed floor plan and elevations with uses indicated	
		Proposed outdoor storage spaces (if applicable)	
		Signage plan	
		Colored building elevations to illustrate the proposed visual appearance of new construction, including detail on all building materials. Elevations should include all sides/faces of the building, and the visual location and size of all exterior utility and mechanical systems, including HVAC, meters, and powerlines.	
		Any other information that may be reasonably required by the City to evaluate the application	
		Electronic copies of all written narratives and plan sets required above Submit electronic sets via flash/jump drive or .ftp only	
		Application fee and escrow per Land Use Application form	

Base Plan Set Requirements

One (1) Large Plan set – 24" x 36"

One (1) Reduced Plan set – 11" x 17"

Electronic copies of all Plan sets – **submit electronic sets via flash/jump drive or .ftp only**

***If application is incomplete, full set of revised submittals are required for re-submittal of application.**

Complete Application Required

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

Application Submission Schedule

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

Conditional Use Permit Approval Criteria

Approval of a Conditional Use Permit application requires that the City find that conditions can be established to ensure that the following criteria will be met:

- The conditional use will not substantially diminish or impair property values within the immediate vicinity of the subject property;
- The conditional use will not be detrimental to the health, safety, morals, or welfare of persons residing or working near the use;
- The conditional use will not impede the normal and orderly development of surrounding property for permitted uses predominant in the area;

- The conditional use will not pose an undue burden on public utilities or roads, and adequate sanitary facilities are provided;
- The conditional use can provide adequate parking and loading spaces, and all storage on the site can be done in conformance with City code requirements;
- The conditional use will not result in any nuisance including but not limited to odor, noise, or sight pollution;
- The conditional use will not unnecessarily impact natural features such as woodlands, wetlands, and shorelines; and all erosion will be properly controlled;
- The conditional use will adhere to any applicable additional criteria outlined in Chapter 5 of the Monticello Zoning Ordinance for the proposed use.

Planning Commission Consideration

- Before any Conditional Use Permit is considered, the Planning Commission shall hold at least one public hearing after proper notice has been issued.
- Following the hearing and subsequent discussion on the merits of the proposal, the Planning Commission shall adopt findings and recommendations on the general Condition Use Permit review criteria outlined in the Monticello Zoning Ordinance.
- Recommendations for approval may include such conditions as are deemed necessary to ensure compliance with each of the Conditional Use Permit review criteria.
- Denial recommendations shall be supported by findings of fact as to why the permit request was denied.
- Planning Commission meetings are conducted at 6 p.m. on the first Tuesday of each month.

Industrial and Economic Development Committee (IEDC) Consideration

Conditional use permits in commercial or industrial areas may, at the discretion of the Community Development Department, be placed before the IEDC for review and recommendation.

City Council Consideration

- Upon receiving the recommendations of the Planning Commission, the City Council shall consider the request against the Conditional Use Permit review criteria outlined in the Monticello Zoning Ordinance and take action on the request(s).
- In approving a Conditional Use Permit, the City Council may impose conditions on the approval as are deemed appropriate to ensure compliance with each of the Conditional Use Permit review criteria.
- Denial of any request shall be accompanied by findings of fact as to why the requested permit cannot be approved.
- Council consideration of Land Use Applications occurs on the 4th Monday of each month.

Effect of a Conditional Use Permit Approval

The issuance of a Conditional Use Permit shall authorize only the improvements approved by the City Council. A Conditional Use Permit, including any conditions, shall run with the land and shall not be affected by a change in ownership.

Subsequent Development

Development authorized by the Conditional Use Permit shall not be carried out until the applicant has secured all other approvals required by this ordinance or any other applicable ordinances or regulations.

The granting of a Conditional Use Permit does not constitute, imply, or guarantee the granting of any other such required approval (i.e. a building permit).

Time Limit

Unless otherwise specified in the Conditional Use Permit, the operation of the use and/or issuance of building permits for permitted structures shall begin within one year of the date of the Conditional Use Permit approval. Failure to do so will invalidate the Conditional Use Permit. Permitted timeframes do not change with successive owners.

If the operation of the use and/or issuance of building permits has not commenced within one year of the date of approval, the applicant may petition for an extension of time in which to commence the work that has been granted by the Conditional Use Permit. Such extension shall be requested in writing and filed with the Community Development Department at least thirty (30) days before the expiration of the one year period.

The request for extension shall state facts supporting good cause for extension of the Condition Use Permit. Such petition shall be presented to the Planning Commission for a recommendation and to the City Council for a decision.

If a use operating pursuant to an approved Condition Use Permit is discontinued for a period of at least one year, any further use of the property shall conform to the requirements of the ordinance. A discontinued conditional use shall not begin operations again without first obtaining approval of a new Condition Use Permit.

Revocation

In the event that any of the conditions set forth in the permit are violated, the City Council shall have the authority to revoke the Conditional Use Permit. Before the revocation is considered, the City Council shall hold at least one public hearing after proper written notice has been issued in accordance with Section 2.3(I). Following the hearing and subsequent discussion, the City Council may revoke the CUP by adopting findings of fact showing there has not been substantial compliance with the required conditions.