



**CITY OF MONTICELLO**

Community Development  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362

(763) 295-2711 • [Community.Development@ci.monticello.mn.us](mailto:Community.Development@ci.monticello.mn.us)

**Temporary Use Permit  
 Application Checklist**

PROPERTY INFORMATION	
Property Address	
Property Legal Description	
Property ID Number	
PROPERTY OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

Is this application a renewal of a previous permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Existing site use/business		
Duration of permit, including start/end dates		

APPLICANT CHECK	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A written narrative including: <ol style="list-style-type: none"> <li>1. A description of the proposed temporary use, how it will function on the property, hours and dates of operation, and any other information necessary to fully describe the request; and</li> <li>2. An explanation of how the temporary use will meet each of the review criteria specified by code (on reverse), as well as any additional criteria that may apply for the specific use.</li> </ol>	
	A site plan showing all information necessary to accurately depict how the proposed temporary use will function on the site. Information required on the site plan shall include but not be limited to: <ol style="list-style-type: none"> <li>1. The location of all existing and proposed structures;</li> <li>2. Driveways and parking areas;</li> <li>3. Proposed storage spaces;</li> <li>4. Natural features such as woodlands, wetlands, shorelines, etc;</li> <li>5. Proposed number of parking spaces (if applicable).</li> </ol>	
	If deemed necessary by the Community Development Department, a survey may be required in addition to a site plan.	
	Electronic copies of all written narratives and plan sets required above.	
	Application fee of \$50.00.	

**Property Owner's Statement**

I am the fee title owner of the described property and I agree to this application. I certify that I am in compliance with all ordinance requirements and conditions regarding other City approval that have been previously granted.

(Signature)	(Date)
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**Applicant's Statement**

This application shall be processed in my name and I am the party whom the City should contact regarding the application. I have completed all of the applicable filing requirements and I hereby acknowledge that I have read and fully understand the applicable provisions of the City Ordinances and current policies related to this application and that the documents and information I have submitted are true and correct.

(Signature)	(Date)
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**Base Plan Set Requirements**

Three (3) Reduced Plan sets – 11" x 17"

**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 14 working days prior to desired approval date.

**CITY APPROVAL**

(Zoning Administrator Signature)	(Date)
(Community Development Director Signature)	(Date)
Temporary Use Permit	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

**Approval is granted with the following conditions:**

## **Temporary Use Review Process**

- The Community Development Department will review all Temporary Use Permit applications.
- Applications determined to conform with the approval criteria outlined in Monticello Zoning Code Section 2.4(L)(4)(a) and listed below shall be approved by the Community Development Department with any conditions deemed necessary. A copy of the approved permit shall be provided to the applicant which includes all conditions and comments.
- Applications not conforming with the approval criteria outlined in Section 2.4(L)(4)(a) shall be denied by the Community Development Department.
- A notice of denial shall be provided to the applicant which includes all identified reasons for denial.

## **Temporary Use Permit Approval Criteria**

Approval of a Temporary Use Permit shall only be granted once the Community Development Department has determined the use shall:

- Obtain the appropriate permits (as required);
- Not be detrimental to property or improvements in the surrounding area or to the public health, safety, or general welfare;
- Be compatible with the principal uses taking place on the site;
- Not have substantial adverse effects or noise impacts on nearby residential neighborhoods;
- Not include permanent alterations to the site;
- Meet all the setbacks of the underlying base and overlay zoning districts, unless expressly stated otherwise in this ordinance.
- Temporary signs permitted under the Code and associated with the use or structure shall be removed when the temporary activity ceases.
- Not violate the applicable conditions of approval that apply to a site or use on the site;
- Not interfere with the normal operations of any permanent use located on the property; and
- Contain sufficient land area to allow the temporary use, structure, or special event to occur, as well as adequate land to accommodate the parking and traffic movement associated with the temporary use, without disturbing environmentally sensitive lands.

## **Temporary Use Permit Conditions of Approval**

In approving the Temporary Use Permit, the Community Development Department is authorized to impose such conditions upon the issuance of the permit as may be necessary and appropriate to ensure continued compliance with ordinance requirements.

## **Duration of Permit**

A temporary use permit shall be issued only in conformance with allowable duration as listed in Table 5-6 of the Monticello Zoning Ordinance.