

## Interim Use Permit Application Information

\*Applications will not be accepted unless submitted with all the required information

- Site sketch indicating setbacks
- Survey done by licensed Land Surveyor (if applicable)
- Septic information (soil borings, etc)
- Business Plan (if applicable)
- Photos of four sides of the dwelling to be moved on-site (if applicable)
- Required mineral, sand and gravel information (if applicable)
- All other information requested in Article 6B.02.A of the Zoning Ordinance or deemed necessary by the Zoning Office or Planning Commission to make a determination on your application (see items listed below).

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ARTICLE 6B  
INTERIM USE PERMITS

**Section 6B.01. INTERIM USE PERMIT USES.** Certain uses, while generally not suitable in a particular zoning district, may under some circumstances be suitable for a specific period of time. When such circumstances exist, an interim use permit may be granted. Conditions may be applied to issuance of the permit and a periodic review of the permit may be required.

**Section 6B.02. PROCEDURE.** The following procedure shall be followed interim use permit applications.

A. Application

1. The applicant requests the proper form for an interim use permit from the Zoning Administrator. The application shall contain the following information, unless waived by the Zoning Administrator.
  - a. Names and addresses of the property owner and applicant.
  - b. Legal description and local address of the affected property.
  - c. Detailed description of the proposed interim use.
  - d. Detailed site plan as required in this Ordinance, or as requested by the Zoning Administrator or Planning Commission.
  - e. A statement describing the reasons for the request of the interim use permit.
  - f. Applicant's signature, property owner's signature, and the signature of the party owning mineral rights to the property if other than the owner.
  - g. Any other information or exhibits as required by the Zoning Administrator, Planning Commission or County Board necessary to make findings, recommendations and dispositions on the application.
  - h. Name and address of all property owners and legal description of all properties within one-half (1/2) mile of site and not in Meeker County shall be furnished by applicant.
  - i. A statement from utility companies and from the appropriate public agency commenting on the effect of the proposal on utilities and on public facilities.

B. Application Processing.

1. Upon receipt of the completed application, the Zoning Administrator shall immediately forward a copy of the completed application and attachments to the Planning Commission.
2. The Zoning Administrator shall place the application for a interim use permit on the agenda for a public hearing at the next meeting of the Planning Commission. The meeting shall be held within sixty (60) days, but not sooner than ten (10) days of the filing of the complete application.

3. The Zoning Administrator shall give proper notice of the public hearing in the following manner:
  - a. Notice of the time, place and purpose of the public hearing shall be given by publication in a newspaper of general circulation in the town, municipality or other area concerned, and in the official newspaper of the county at least ten (10) days before the hearing.
  - b. Written notice of the time, place and purpose of the public hearing shall be mailed at least ten (10) days but not more than thirty (30) days prior to the hearing to the following:
    - (1) All property owners of record for property located in incorporated areas that is within five hundred (500) feet of the affected property.
    - (2) All property owners of record within one-quarter (1/4) mile of the affected property, or to the ten (10) properties nearest to the affected property, whichever would provide notice to the greatest number of owners in unincorporated areas.  
  
Exception: mineral and material extraction (Article 22.15) and hot mix plant, concrete manufacturing and concrete/bituminous recycling (Article 22.29) and related activities in this Ordinance have a half mile notification requirement.
    - (3) The affected board of township supervisors and the city council of any municipality within two (2) miles of the affected property.
    - (4) Written notice of the time, place and purpose of the public hearing shall be provided to the Commissioner of the Department of Natural Resources at least ten (10) days prior to the hearing if the affected property is within a Shoreland Management or Recreation River District.
  - c. For the purpose of giving mailed notice, the current records on file in the Office of the County Treasurer shall be deemed sufficient. The failure of any property owner to receive written notice or any defects in the notice shall not invalidate the proceedings, provided a bona fide attempt to comply with the notification requirements has been made. Property owners of record shall not include recorded Contract for Deed Vendors.
  - d. A copy of the notice and a list of property owners and addresses to which the notice was sent shall be made a part of the record.
4. The Planning Commission or delegation thereof shall view the property being considered for an interim use permit prior to the public hearing.

#### C. Public Hearing

1. The Planning Commission shall hold at least one (1) public hearing on the proposed interim use permit.
2. The applicant or his representative shall appear before the Planning Commission in order to answer questions concerning the proposed interim use.
3. The Planning Commission and appropriate county staff shall have the authority to request additional information from the applicant concerning operational factors or to retain expert testimony at the expense of the applicant concerning operational factors, said information to be declared necessary to