

# City of Wahkon

## Conditional Use Application and Review Process

**Definition:** A use permitted in a particular zoning district upon showing that such use in a specified location will comply with all the conditions and standards for the location or operation of the use as specified in this Ordinance and authorized by the City.

**Timeline:** Conditional use applications will be reviewed by City staff and/or the City's planning consultant and discussed in a public hearing by the Board. Minnesota State Statute 15.99 allows communities a timeframe of 60 days to review planning applications. If necessary, a City can extend the review period for an additional 60 days. The 60 day timeframe does not start until a planning application is deemed complete. This information includes a completed planning application, site plan, and fees paid in full.

### **Conditional Use Permit Procedure: Typical Timeframe 45 days**

**Step 1 Complete the Conditional Use Application.** Describe in detail the request for a conditional use.

**Step 2 Pay application fee.** The application fee and escrow are due at time of application.

**Step 3 Provide scaled site plan.** Provide a site plan (draw to scale) of the request. Include location of all buildings, setbacks, and driveways. Please note that additional plans that include transportation, circulation, lighting, drainage, topography and building elevations may be required. The site plan will be reviewed by the City's planning consultant and will advise the applicant of any issues prior to the public meeting.

**Step 4 Application Meeting.** An application meeting will be required as part of the conditional use application process. This meeting will take place within the first 15 days of the completed application. The purpose of this meeting is to review the application, discuss possible conditions and review the planning report.

**Step 5 Staff Report.** City staff and/or the City's planning consultant will prepare a report summarizing the application, reviewing it against the City's ordinances and policies, and providing a recommendation to the Board.

**Step 6 Board Public Hearing and Council Action.** All planning applications require a public hearing before the Board. The Board has the authority to recommend approval or denial of an application to the City Council. The City Council will take formal action on the planning application at their next regular council meeting.

**CITY OF WAHKON  
CUP CHECKLIST**

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Fee (checks are to be made out to the city)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ A description of the proposed use including, to the extent applicable, hours of operation, parking, anticipated traffic and routes, lighting plans, identification and explanation of any potential sources of significant noise, dust, vibration, or other impacts reasonably anticipated to be generated by the proposed use which could affect surrounding properties.
- \_\_\_\_\_ The name and mailing address of all property owners of record, according to the county auditor's property tax records, within 350 feet of the property to which the application relates;
- \_\_\_\_\_ The name of the applicant and of all owners of the property to which the application relates
- \_\_\_\_\_ Survey of the property performed by a licensed land surveyor
- \_\_\_\_\_ Site plan with the following information
  - \_\_\_\_\_ Location of all structures and their square footage
  - \_\_\_\_\_ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
  - \_\_\_\_\_ Name of record owner/title holder of property
  - \_\_\_\_\_ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features

**CITY OF WAHKON CONTACT INFORMATION**

Planning and Zoning  
Administrator:

Darrin Welle  
National Joint Powers Alliance  
202 12<sup>th</sup> Street NE  
PO Box 219  
Staples, MN 56479

Phone: (218) 895-4142  
darrin.welle@njpacoop.org

APP # \_\_\_\_\_  
Date \_\_\_\_\_  
Check # \_\_\_\_\_  
(for office use only)

**CITY OF WAHKON  
CONDITIONAL USE APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email \_\_\_\_\_

Applicant is:

- Legal Owner ( )
- Contract Buyer ( )
- Option Holder ( )
- Agent ( )
- Other \_\_\_\_\_

Title Holder of Property:

\_\_\_\_\_  
(Name)  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(City, State, Zip)

Signature of Owner, authorizing application (required): \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

State nature of request in detail: (What are you proposing for the property?)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Wahkon City Ordinance, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects.

(1) The conditional use will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the City. Why?

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(2) The conditional use will be designed, constructed, operated and maintained to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area. Why?

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(3) The conditional use shall not be hazardous or disturbing to existing or future neighboring uses. Why?

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(4) The conditional use will not involve uses, activities, processes, materials equipment and conditions of operation that will be detrimental to any persons, property or the general welfare because of excessive production of traffic, noise, smoke, fumes, scenic blight, glare or odors. Why?

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(5) The conditional use permit will not involve lighting, including lighted signs, that would impair the enjoyment of property and/or property owners in the vicinity or the safety of the traveling public. Why?

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(6) The conditional use permit will be in conformance with the provisions of this Ordinance, and would not unreasonably interfere with the health, safety, and welfare of the surrounding owners and the public, if conducted in compliance with the conditions imposed on the permit. Why?

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(7) The use will adequately provide for parking, current and anticipated traffic congestion, and traffic safety so the use does not become or create a nuisance. Why?

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## Impervious Surface Calculation for Your Lot

Name: \_\_\_\_\_ PID # \_\_\_\_\_

Property Address: \_\_\_\_\_ Wahkon, MN

	Structure or Impervious Surface	Dimensions	Total sq. ft.
<b>1</b>	Existing or Proposed Dwelling		
<b>2</b>	Proposed Dwelling Addition		
<b>3</b>	Existing Accessory Structure		
<b>4</b>	Existing Accessory Structure		
<b>5</b>	Proposed Accessory Structure		
<b>6</b>	Sidewalks		
<b>7</b>	Deck with Impervious Below		
<b>8</b>	Deck with Impervious Below		
<b>9</b>	Patio(s)		
<b>10</b>	Driveways and Parking Areas		
<b>11</b>			
<b>12</b>			
<b>13</b>			
		Total Impervious Surface <b>(A)</b>	

**Existing Lot Dimensions:**

\_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_ sq. ft. **(B)**

**Impervious coverage (A divided by B multiplied by 100)**

(A) \_\_\_\_\_ ÷ (B) \_\_\_\_\_ x 100 = \_\_\_\_\_ %

# Site Plan



**Include:** Property lines, water features, existing and proposed structures, septic systems, drainage, wells and roads.

