

# 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.** Fill out the Zoning Request Application and select the "Conditional Use" Application. Describe in detail the request for a conditional use.

**Step 2 Pay application fee.** The application fee is due prior to the application being heard by the Board. The residential property owner fee is \$00 and the business/industrial fee is \$00. Business/industrial uses must deposit \$00 in escrow in addition to the commercial application fee for a conditional use 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, 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 Codes, 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. Once the Board makes a recommendation on a planning application, the public hearing is closed. At that time, the City Council will take formal action on the planning application.