

P.O. Box 550
102 Front Street North
Barnesville, MN 56514



Phone: (218) 354-2292
Fax: (218) 354-2472

APPLICATION FOR CONDITIONAL USE PERMIT (CUP)

APPLICATION FEE: \$150

APPLICANT NAME	DATE
MAILING ADDRESS	
STREET ADDRESS	
TELEPHONE	
OWNER NAME	
LEGAL DESCRIPTION	
CURRENT USE	
REQUESTED USE	
APPLICANT SIGNATURE	DATE
OWNER SIGNATURE	DATE

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CONDITIONAL USE PERMIT PROCESS

A conditional use is defined as: "A use that would not be appropriate generally or without restriction throughout the zoning district but which, if controlled as to number, area, location, or relation to the neighborhood, would not be detrimental to public health, safety, or general welfare."

The Barnesville zoning map breaks the city into various sections, each of which has its own "permitted uses" and "conditional uses". To find out if the intended use of your property is permitted, you must reference the city's zoning map to find out what district is applicable to your property. Then a listing of the permitted uses and conditional uses for that district can be referenced.

If your intended use is a permitted use, you would not need to take any further action, except to obtain a building permit if a building project is anticipated. If your intended use is a conditional use, the following process would be applicable:

1. An application for a conditional use permit would have to be completed and submitted with the application fee. Proof of title may also be requested. Along with the application you are required to submit floor plans and elevations of the proposed project plus a footprint of the entire parcel and where the structure will be located (these all become the property of the city). All floor plans, elevations, and footprints must be to scale and include all applicable dimensions.
2. Your application will be placed on the agenda of the next available regular or special meeting of the planning commission.
3. Your application will be reviewed by the commission and you will be notified within 10 days if additional information is needed. The commission will set a date for a public hearing and publish notice of the hearing at least 10 days prior to the hearing. Written notice will also be mailed to all property owners within 350 feet of the property in question.
4. At the public hearing, the planning commission will accept written and verbal comments concerning the conditional use. They will consider possible adverse effects of the proposed use and shall have the authority to request additional information from the applicant or to retain expert testimony with the consent of, and at the expense of, the applicant. The applicant and/or a representative may appear before the planning commission in order to answer questions concerning the application. The planning commission will then make a finding of fact and recommend such conditions relating to the request as they deem necessary to carry out the intent and purpose of the city's zoning ordinance.
5. The application will be placed on the agenda of the next available regular or special meeting of the city council. The council may:
 - a. Hold another public hearing; or
 - b. Refer the matter back to the planning commission; or
 - c. Approve the conditional use permit, with any conditions attached, as recommended by the planning commission; or
 - d. Approve the conditional use permit with any condition the council deems necessary to protect the public health, safety, and welfare; or
 - e. Reject the application.

The council has 60 days from the date the application was originally filed to act on the request.