



CITY OF NORTH BRANCH INTERIM USE PERMIT APPLICATION

Applicant Name (please print):		
Email:	Home Phone:	Business Phone:
Applicant Address:	City	State Zip
Property Owner Name (please print) If different than Applicant		
Email:	Home Phone:	Business Phone:
Property Owner Address:	City	State Zip

Lot/Block/Subdivision	Quarter/Quarter &Section	County P.I.D.:
Zoning District:	Lot Size:	

Please attach a copy of the legal description of property in question and a list of all property owners and their addresses within 350 feet of the subject property.

Specify the section of the ordinance which applies to this project:
Brief narrative description of the request: (attach any additional documents to explain your request)

I hereby certify that all data contained herein, as well as supporting data, are true and correct to the best of my knowledge.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Fees

Total Fees: _____
 Receipt #: _____
 Date Paid: _____

Approvals

Planning Commission _____
 City Council: _____
 Resolution: _____



CITY OF NORTH BRANCH INTERIM USE PERMIT PROCESS

Procedure for Processing an Interim Use Permit

An Interim use is a permitted use that conditions may be imposed upon. The use would generally be appropriate within a given zoning district, if controlled to a number, area, size, location or relationship to the neighborhood, could promote public health, safety and welfare. The types of interim use permit applications allowed in each district are listed in the applicable zoning district. Although the specific submittals required to complete the application for an interim use permit will vary with the specific use and the district in which it is located, all applicants should begin by contracting the Planning Director.

The interim use permit application, fee and other necessary information should be received by the City, approximately 21 days prior to the next regularly scheduled Planning Commission meeting. Failure to submit a complete application can delay the process for up to a month.

Once the required information is provided to the City, the Planning Director will refer the interim use permit application to the next applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will make a recommendation. That recommendation will be forwarded to the City Council for action at its next meeting, the following week.

Interim Use Permit Checklist

Interim Use Permit Application

Interim Use Permit Fee (\$300.00)

A list of property owners within 350feet of the subject area- City will supply

Legal description of the property

Additional documents needed to explain the request.