

City of North Branch

Conditional Use Permit Process



Procedure for Processing a Conditional Use Permit

A conditional 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 conditional use permit applications allowed in each district are listed in the applicable zoning district. Although the specific submittals required to complete the application for a conditional use permit will vary with the specific use and the district in which it is located, all applicants should begin by contacting the Planning Director.

The conditional 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 conditional 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.

Conditional Use Permit Checklist

Conditional Use Permit Application

Conditional Use Permit Fee (\$300)

A list of property owners within 350 feet of the subject property.

Legal description of the property

Additional documents needed to explain the request.

City of North Branch Conditional Use Permit Application



GENERAL INFORMATION

Property Owner's Name	Phone
Owner's Address	
Applicant's Name (If different than owner)	Phone
Applicant's Address	

ZONING INFORMATION

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.		

CONDITIONAL USE PERMIT INFORMATION

Specify the section of the ordinance which applies to this project:

Brief narrative description of the request:

Please attach any additional documents necessary 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:	Approvals:
Total Fees _____	Planning Commission _____
Receipt # _____	City Council _____
Date Paid _____	Resolution _____