

COLUMBIA HEIGHTS

INTERIM USE PERMIT APPLICATION - SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Interim Use Permit.

INTERIM USE PERMIT DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Plans to be submitted should include (20) 11 x 17 copies to scale, and a PDF file of full plan set submitted digitally (including application and narrative). Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.	
2. Photograph(s) showing location of proposal and its relationship to the site and existing buildings.	
3. Samples or photographs of building materials.	
4. Show adjacent roadways.	
5. Show north point indication.	
6. Date of plan preparation.	
7. Dates and description of all revisions.	
8. Scale of plan in both text and graphical format (engineering scale only, at 1"=50' or less).	
9. Engineering/architectural certification, in conformance with the State of Minnesota requirements, on each sheet	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant)	
Interim Use Site Plan (where applicable)	
1. Vicinity map	
2. An accurately scaled site plan showing the location of proposed and existing buildings	
3. Vehicular access and parking areas	
4. Landscape plan	
5. Elevation views and renderings of all proposed buildings and structures, specifying building materials	
6. Grading and Drainage Plan with existing and proposed two-foot contours and all other features as required	
7. All other site features	
Design Guidelines	
1. Design guidelines apply/do not apply	

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The Interim Use process provides for a temporary use of land for a specific period of time, and may be allowed upon demonstration that such use meets identified standards established in this article. It is intended that the interim use of land does not run with the land, and would need to be approved upon each subsequent use.

Required Findings

Required findings: The City Council shall make each of the following findings before granting an Interim Use Permit:

- (a) The use is one of the interim uses listed for the zoning district in which the property is located, or is substantially similar in use, as determined by the Zoning Administrator.
- (b) The use is in harmony with the general purpose and intent of the Comprehensive Plan.
- (c) The use will not impose hazards or disturbing influences on neighboring properties.
- (d) The use will not substantially diminish the use of property in the immediate vicinity.
- (e) The use will be designed, constructed, operated and maintained in a manner that is compatible with the appearance of the existing or intended character of the surrounding area.
- (f) Adequate measures have been or will be taken to minimize traffic congestion on the public streets and to provide for appropriate on-site circulation of traffic.
- (g) The use will not cause a negative cumulative effect, when considered in conjunction with the cumulative effect of other uses in the immediate vicinity.

Conditions of approval: The Planning Commission may establish any reasonable conditions of approval that are deemed necessary to mitigate adverse impacts associated with the Interim Use, to protect neighboring properties, and to achieve the objectives of this article.

Time duration: An Interim Use shall be granted for a maximum of 90 days per calendar year, unless otherwise specified in this article.

Discontinuance: An Interim Use shall be deemed discontinued after the specified time duration has elapsed. Upon discontinuance of an Interim Use, all subsequent Interim Uses shall require an Interim Use Permit.