

CONDITIONAL USE PROCESS

- ✓ *Submit application, exhibits, narrative explaining the reason for the application, \$225 application fee.*
- ✓ *Notification of property owners within 350 feet.*
- ✓ *Publish public hearing notice.*
- ✓ *Staff reports prepared.*
- ✓ *Planning Commission holds public hearing.*
- ✓ *Planning Commission and Planning Staff's recommendations forwarded to City Council*
- ✓ *Action by City Council.*
- ✓ *Resolution recorded at Stearns County.*
- ✓ *Applicant submits escrows/requests building permit(s)*

City of Albany

Date: _____
Received by: _____
Fee: \$225 Paid: _____

CONDITIONAL USE PERMIT APPLICATION

Applicant	Home Phone
	Business Phone
Address	
Property Owner(s)	Home Phone
	Business Phone
Address	
Legal Description of Site (attach survey, if required)	Property Identification No.
Present Zoning Classification	
Present Use	Proposed Use (If additional space is needed, please attach information)
Abutting Property Uses	
North: _____	
South: _____	
East: _____	
West: _____	

ORDINANCE CRITERIA-In order to aid in the application review process, please give a DETAILED response to the following criteria. Your ability to meet these findings are what the Planning Commission and City Council require, in part, to base their review on, so be specific.

A. The proposed use does not adversely affect the general health, welfare, and public safety. Explain any affects:

B. The use shall be located, designed, maintained and operated to be compatible with the existing or intended character of that zoning district in which it is located. How does the proposed use fit these criteria?

C. The use shall not depreciate values of surrounding property. Explain effects of the proposed use on surrounding property values.

D. The use shall not be hazardous, detrimental or disturbing to present and potential surrounding land uses due to noises, glare, smoke, dust, odor, fumes, water pollution vibration, general unsightliness or other nuisances. Explain effects of proposed use.

E. The use shall not create traffic congestion, unsafe access, or parking needs that will cause inconveniences to the adjoining properties. Explain the transportation needs for the proposed use.

F. The use shall be served adequately by essential public services such as streets, police, fire protection and utilities. Explain how the proposed use will be served.

G. The use shall not create excessive additional requirements at public cost for public facilities and services and shall not be detrimental to the economic welfare of the City. Justify this statement.

