

INTERIM USE PERMIT APPLICATION

Becker Township
PO Box 248
12165 Hancock Street
Becker, MN 55308

www.beckertownship.org

763-261-5301



Date Received _____

Date Paid: _____ Check Number: _____ (copy of escrow check to be attached to application)

Date Application Received: _____ Date Application Complete: _____

Above for Office Use Only

Parcel ID
Number:

□ □ - □ □ □ - □ □ □ □

Property Owner	Applicant (leave blank if owner)
	Address
	City
	State/Zip
	Daytime Phone
	Email
	Cell Phone

Surveyor (include name, phone number and address if applicable):

Street address of affected Property: _____

Legal Description of Property (attach separate document if necessary): _____

PRESENT ZONING

- Agriculture District
- General Rural
- Commercial

- Neighborhood Commercial
- Industrial 1
- Industrial 2

- Heavy Industrial
- Shoreland

NATURE OF REQUESTED USE

Attach a Project Narrative. This narrative is your opportunity to describe, promote, and sell your proposal to the Planning Commission and Joint Planning Board before the meetings. A typewritten narrative explaining your request in detail should include, but not limited to, all of the following applicable information:

- Detailed description/scope of project, including what is being proposed and how the request is consistent with the Becker Township Comprehensive Plan.
- Hours of Operation desired.
- Number of Employees.
- Parking stalls, existing and additional.
- Is there proposed screening?
- Is there proposed signing? Type, location and size should be indicated. A separate building permit may be needed for any signing.
- Is there outdoor storage proposed?
 - What is being stored?
 - How much?

APPLICATION FEES

\$325 fee and \$1,000 escrow

Fees

The application fees pay for administrative staff time related to the assembly and distribution of the application materials, administration of internal and public meetings, publication of the public hearing notice in The Patriot, and for postage to mail the required notices to adjacent properties. These fees do not include professional staff review time, recording fees, or additional fees that may occur.

Escrow

The escrow is used to pay consultants for review of land use cases, hours applied to an application by professional staff, as well as recording and additional fees, where required. Staff hours may include time spent on review, site visits, documentation, presentations, meetings, and all inspections.

If the escrow is used in its entirety, the responsible party indicated in Billing Information will be billed monthly for additional services (see Agreement to Pay Costs of Review). Remaining balances will be refunded to the party that posted the escrow.

AGREEMENT TO PAY COSTS OF REVIEW - REQUIRED

It is the policy of Becker Township to require the party indicated in Billing Information to reimburse the township for costs incurred by the township in reviewing and acting upon applications, so that these costs are not borne by the taxpayers of the township. These costs include all of the township’s out-of-pocket costs for expenses, including the township’s costs for review of the application by the township’s engineer, planning staff, township attorney, or other consultants; recording fees, and necessary publication costs excluding public hearing notices. Additionally, these costs do include actual time spent by professional staff on a particular application.

If payment is not received with the application, the township may return the application for failure to comply with the requirements for processing the application or may suspend the application review process.

The township will invoice the party indicated in Billing Information for costs incurred after the escrow is depleted, and payment will be due within thirty (30) days.

Payment for costs will be required whether the application is granted or denied and unpaid fees may be assessed to property taxes, with penalty.

The undersigned has received the above policy regarding the payment of costs of review, understands that reimbursement to the township of costs incurred in reviewing the application will be required as set forth in the policy, agrees to reimburse the township as required in the policy, and make payment when billed by the township.

Is the billing information same as property owner? Yes No - fill in below

BILLING INFORMATION	
Name	Email Address
Mailing Address	
City	State/Zip Code
Daytime Phone	Cell Phone



Signature: _____

Date: _____

If applicable, please list any existing conditions or restrictions on the property other than those outlined in the current Zoning Ordinance.

THE FOLLOWING ITEMS MAY BE REQUIRED.

If you have them related to your application, please include: Site plan or sketch, Parking plans, Sign details, Map, Landscape plans, other as may be required by the Planning Commission.

PROCEDURE

The Planning Commission shall hold a Public Hearing on the proposed interim use permit request and review the request based on the following:

- interrelationship with the plan elements to conditions both on and off the property;
- conformance to the Town's Comprehensive Plan;
- the impact of the plan on the existing and anticipated traffic and parking conditions;
- the adequacy of the plan with respect to land use;
- pedestrian and vehicular ingress and egress;
- building location and height;

- architectural and engineering features, landscaping, lighting; provisions for utilities;
- site drainage;
- open space;
- loading and unloading areas;
- grading;
- signage;
- screening;
- setbacks and other related matters

The Planning Commission will make a recommendation on the application which may include a recommendation to impose necessary conditions and safeguards on to the permit where they deem as necessary.

Notice of the Public Hearing shall be publicized in the official paper and notice shall be mailed to each owner of property situated wholly or partly within 500 feet of the property to which the interim use is related at least ten (10) days prior to the Meeting. The Town of Becker shall be responsible for mailing such notices.

REQUIRED SIGNATURES

I HEREBY CERTIFY that I have no delinquent property taxes, special assessments, penalties, or interest due on the parcel to which the application relates. I am also aware that the property taxes which are being paid under the provisions of a court order or which are in the process of being appealed are not considered delinquent for purposes of this law if all payments under the terms of the order or appeal have been paid.

I FURTHER CERTIFY that if I am in violation of this requirement, the Town of Becker may deny the permit application by law.

I HEREBY STATE that all of the information stated in this application is true and accurate to the best of my knowledge.

Signature of Owner (s)	Date	Printed Name
Signature of Owner (s)	Date	Printed Name
Signature of Non-owner Applicant	Date	Printed Name

Double check – are appropriate signatures on pages 3 and 4? Narrative Attached?