



CONDITIONAL USE PERMIT APPLICATION

PO Box 248
12165 Hancock Street
Becker, MN 55308

www.beckertownship.org

763-261-5301

Date Received _____

Fee – \$325

Date Accepted _____

Escrow - \$1,000

LU-

Payment Type Cash Check

APPLICANT

Name(s): _____

Site Address: _____

City/State/Zip Code: _____

No address? Subdivision, Lot and Block: _____

Daytime Phone Number: _____

Email Address: _____

FEE OWNER (property owner)

Name(s): _____

Site Address: _____

City/State/Zip Code: _____

No address? Subdivision, Lot and Block: _____

Daytime Phone Number: _____

Email Address: _____

Project/Development Name (If Applicable) _____

Project Location _____

Property Identification Number (Pin) _____

PURPOSE OF CONDITIONAL USE PERMIT

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
 - What is being proposed?
 - How is the request consistent with the Becker Township Comprehensive Plan?

- Hours of Operation
- 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?
 - Proposed screening?
- If applicable, please list any existing conditions or restrictions on the property other than those outlined in the current Zoning Ordinance.

APPLICATION FEES

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.

**\$325 fee
plus \$1,000 escrow**

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 as the Fee Owner 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. 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.

Signature of property owner: _____

Date: _____

APPLICATION FOR CONDITIONAL USE PERMIT APPROVAL

Certain uses, while generally not suitable in a particular Zoning District, may, under certain circumstances, be acceptable. When such circumstances exist, a conditional or interim use permit may be granted. The Joint Planning Commission declares it necessary and appropriate for conditional use permit approval where such uses are declared conditional in the respective districts.

The application for conditional use permit approval shall be on this form and shall include the established fee.

- 1) The application and copies of the site plan shall be submitted twenty six (26) days prior to the next Planning Commission meeting. Please see meeting schedule either attached or online at www.beckertownship.org/planning-calendar.html.
- 2) The application shall submit electronic copies of the site plan drawn to scale (when possible) AND one (1) paper copies and one (1) electronic copy of the site plan drawn to scale with the following information:
 - i. Property dimensions, grading, landscaping and location of utilities, as applicable.
 - ii. Location of all existing and proposed buildings and their square footage.
 - iii. Existing and proposed curb cuts, driveways, access roads, parking spaces, and off-street loading areas.
 - iv. Any additional information reasonably required by the Town Staff, Planning Commission, Becker Town Board or Becker Joint Planning Board.

PROCEDURE

The Planning Commission shall hold a Public Hearing on the proposed conditional 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 conditional use is related at least ten (10) days prior to the Meeting. The Town of Becker shall be responsible for mailing such notices.

I HEREBY CERTIFY that I have no delinquent property taxes, special assessments, penalties, interest, or municipal utility fees 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.

We, the undersigned, have read and understand the above.

Signature of Applicant (s) Date

Signature of Owner (s) Date

Did you remember?

- Fees, both application fee & escrow fee
- Agreement to Pay Costs of Review
- Project Narrative
- Signature on application of all parties