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21 Second Street SE, Chatfield, MN 55923

507-867-3810

Conditional Use Permit Application Form

Name of Applicant: _____

Address of Applicant: _____
Street City Zip

Telephone Number: _____ Fax Number: _____

Email: _____

Property where the work will take place: _____

Key Dates:

_____ Pre-Application Meeting
_____ Submittal Date (14 days) prior to P&Z / Board of Adjustment Hearing
_____ Neighborhood Notification (At least 10 days prior to meeting) P&Z / Board of Adjustment
_____ Public Hearing Date
_____ Planning & Zoning Consideration Date
_____ Date Approved or Denied

Checklist for the submittal package:

_____ Signed and dated application form
_____ A preliminary building and site development plan
_____ The Planning & Zoning Commissioners may also require a boundary survey of the property
_____ Evidence of ownership or enforceable options on the property
_____ A letter addressing the following information, description of the use/activity operation
information, management issues and responses to criteria as stated in the Code
_____ Filling fee
(See attached sheet for a detailed outline of these requirements)

Signature of Property Owners: _____

Date: _____

Conditional Use Permit - Criteria

Chatfield Zoning Code - Section 113-78

Please be aware that, in granting a conditional use permit, the City Council of the City of Chatfield shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use on the Comprehensive Plan and upon the health, safety, and welfare of occupants of surrounding lands. Among other things, the City Council shall make the following findings where applicable. *The application letter should address these points.*

- (1) The use will not create an excessive burden on existing parks, schools, streets and other public facilities that serve or are proposed to serve the area.
- (2) The use will be sufficiently compatible or separated by distance or screening from adjacent residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
- (3) The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.
- (4) The use is reasonably related to the overall city needs and to the existing land use.
- (5) The use is consistent with the purposes of this chapter and the purposes of the zoning district in which the applicant intends to locate the proposed use.
- (6) The use is not in conflict with the city's comprehensive plan.
- (7) The use will not cause any traffic hazard or congestion.
- (8) Adequate utilities, access roads, drainage and other necessary facilities have been or will be provided.