



# Instructions for a Conditional Use Permit Application

- ✓ Cost is \$400.00 (non-refundable) The fee will be doubled if the application is “after the fact” or if a special meeting is requested.
- ✓ Applications must be submitted by the 3<sup>rd</sup> Friday of the current month in order to be included on the following month’s Planning Commission agenda
- ✓ A complete and accurate site plan must be submitted with the application
- ✓ Copy of deed is needed
- ✓ Planning Commission meets the 3<sup>rd</sup> Tuesday of the month at 5:30 p.m. in the City Council Chambers
- ✓ Planning Commission makes recommendations to the City Council which meets the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month

**CONDITIONAL USE PERMIT APPLICATION PROCEDURES**  
**SECTION 154.175, CITY CODE**  
**City of Hutchinson, Minnesota**

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**APPLICATION FEE:**       **\$400.00** - Includes required legal advertisement, mailing to all property owners within 350 feet, and the filing fee for county recorder. All fees are due at the time of application and are not refundable. The fee will be doubled if the application is “after the fact” or if a special meeting is requested.

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**PROCEDURES:**

1.     **All written application requests, containing the required information listed on the attached application form, must be submitted to the City Planning Department on or before the third Wednesday of the month.** Include all site plans at the time of application submittal. **You are also herein requested to furnish a copy of the deed for the property if abstract or owners certificate if torrens.**
2.     A Public Hearing is set according to Section 154.175 of the Zoning Ordinance.
3.     The city planning staff reviews the application and all submitted information. If the scale site plan or information is deemed insufficient, the applicant will be required to furnish the additional information necessary to properly review the application request.
4.     The planning staff forwards a recommendation for action to the Planning Commission. A copy of this recommendation will be forwarded to the applicant at the address stated on the application. The city planning staff may recommend to deny, approve, continue, or approve with additional contingencies.
5.     The subsequent month, the Planning Commission holds the public hearing. The Planning Commission meeting is the third Tuesday of each month at 5:30 p.m. in the City Center Council Chambers, 111 Hassan Street S.E. **You are hereby requested to attend the meeting and explain your request.**
6.     Within 30 days after the hearing, the Planning Commission renders its decision to the City Council. The City Council may approve, deny, or refer the recommendation back to the Planning Commission. The Council also reserves the right to approve the request and add additional contingencies.

# APPLICATION FOR CONDITIONAL USE PERMIT

## City of Hutchinson, Minnesota

**SUBMITTAL DEADLINE: On or before the 3<sup>RD</sup> Wednesday of the month (including scale maps).**

Date Filed: \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_ 2. Telephone No.: \_\_\_\_\_

3. Cell Phone No.: \_\_\_\_\_ 4. Fax No.: \_\_\_\_\_ 5. E-mail Address: \_\_\_\_\_

6. Address of Applicant: \_\_\_\_\_

7. Name of Property Owner: \_\_\_\_\_ 8. Telephone No.: \_\_\_\_\_  
(if different from applicant)

9. Address of Property Owner: \_\_\_\_\_

10. Street Address of Property Involved: \_\_\_\_\_

11. Legal Description of Property: \_\_\_\_\_

12. Is the property \_\_\_\_\_ ABSTRACT or \_\_\_\_\_ TORRENS (check one & attach deed or certificate of title)

13. Present Use of Property: \_\_\_\_\_

14. Proposed Use of Property: \_\_\_\_\_

15. Present Zoning District: \_\_\_\_\_ 16. Section(s) of the Zoning Ordinance Authorizing CUP: \_\_\_\_\_

17. Description of Request: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**NOTE: A scale map survey is required to accompany this application. The map should include the building site (lots), existing building, planned new building(s), or addition(s), existing and proposed setbacks, street names and alleys, and N/S direction. City staff reserves the discretion to request a survey and delay the public hearing one month if the maps are insufficient.**

18. What will be the effect of the proposed use on health, safety, and welfare of the occupants of the surrounding land?: \_\_\_\_\_

\_\_\_\_\_

19. What will be the effect on existing and anticipated traffic conditions, including parking facilities on adjacent streets?: \_\_\_\_\_

\_\_\_\_\_

20. What will be the effect on property values in the surrounding area?: \_\_\_\_\_  
\_\_\_\_\_

21. What will be the effect of the proposed use on the comprehensive plan?: \_\_\_\_\_  
\_\_\_\_\_

22. How will the proposed development be designed, arranged, and operated in order to permit the development and use of neighboring property in accordance with the applicable district regulations?: \_\_\_\_\_  
\_\_\_\_\_

**23. Acknowledgement and Signature: I hereby certify that I have completed, read and examined this application and know the same to be true and correct. I accept responsibility for compliance with all applicable laws and City Provisions, including those noted on the Staff Report, survey, plan review notes and representation or lack of representation of setbacks, easements and property lines. The granting of this permit does not presume to give authority to violate or cancel the provision of any other State or local law regulating construction or the performance of construction.**

**Legal property owner signature required:** \_\_\_\_\_

**Applicant signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**To be completed by staff:**  
**Property Identification No.:** \_\_\_\_\_

**Note: The Planning Commission requests, in the case of the applicant and owner not being the same person, that both should be represented at the public hearing.**