

**CITY OF LAKE SHORE**  
**CONDITIONAL USE PERMIT APPLICATION**

**APPLICATION:**

- A. Applicant shall complete the Conditional Use Permit Application provided by the Zoning Department and submit it to the Zoning Department 30 days prior to scheduling a public hearing.
- B. A certificate of survey shall accompany the application: one (1) 11"x17" copy and one (1) electronic copy, complete with, as a minimum, the information from the Conditional Use Permit Checklist.
- C. Application shall be accompanied by an application fee made payable to the City of Lake Shore. This includes the recording fee, payable to Cass County. **This fee does not cover the land use permit, which must be filed separately, if necessary.**

**REVIEW:**

- A. Planning and Zoning Department shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. Applicant shall be notified within 10 days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Permit Application and supporting documents, the Zoning Department shall add the application to the next available public hearing date on the Planning Commission's agenda. Applicants will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date. The City Engineer may comment on the application if appropriate.
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

**ACTION:**

- A. The Planning Commission shall hold a public hearing on the conditional use permit application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a decision to table, approve or deny the application.

**APP#** \_\_\_\_\_

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

(for office use only)

**CITY OF LAKE SHORE**  
**CONDITIONAL USE PERMIT APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Applicant is:

Title Holder of Property:

Legal Owner                      ()

Contract Buyer                ()

Option Holder                 ()

Agent                             ()

Other \_\_\_\_\_

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Signature of Owner, authorizing application: \_\_\_\_\_

(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_

(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Location of property involved in this request:

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

Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

State nature of request in detail: (What are you proposing for the property?)

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

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Lake Shore City Ordinance, Section 68.4.2, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause not significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is not impact, explain why.

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- (2) Describe the character of the area and the existing patterns and uses of development in the area. How is the proposal consistent with those development patterns.

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- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

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- (4) Describe the impact on the character of the neighborhood in which the property is located.

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- (5) Describe the impact to traffic on roads and highways in the vicinity and on expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

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- (6) Describe the effects of the proposed use on the environment, including its impact on groundwater, surface water, and air quality.

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(7) Please include any other comments pertinent to this request.

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**CITY OF LAKE SHORE**  
**CONDITIONAL USE PERMIT CHECKLIST**

- \_\_\_ Completed application
- \_\_\_ Fee paid
- \_\_\_ One (1) 11"x17" & One (1) Electronic Copy
- \_\_\_ Sewer Compliance Inspection (if ISTS)
- \_\_\_ All current City charges paid
- \_\_\_ Certificate of Survey with the following information, as a minimum (unless waived by P&Z Department): **Proposed improvements must be staked 10 days prior to the meeting.**

Legal Description of Site

Building Envelope

Site plan, prepared by a licensed surveyor, showing parcel, dimensions, and 10-foot contours (smaller contour intervals may be required where deemed necessary)

Location of all existing and proposed structures, their square footage, dimensions and setbacks from lot lines and lakes

Existing and proposed driveway, access roads, parking, off-street loading and sidewalks

Proposed landscaping and screening plans

Proposed Drainage Plan

Location of Septic System and well. Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day

Building Elevations

Impervious surface calculations (existing and proposed).

Soils data

Bluff determination if necessary.

Name of record owner/title holder of property

Approximate location of existing and proposed water courses, wooded areas, and other significant physical features

In addition, the following requirements are required for commercial applications:

- \_\_\_ For all commercial buildings exceeding 1500 square feet in area, plans signed by an architect, licensed in Minnesota, indicating conformance with applicable regulations and codes.
- \_\_\_ Parking lot and loading layout
- \_\_\_ Exterior Lighting Plan
- \_\_\_ Trash Handling Equipment/Mechanical Equipment
- \_\_\_ Signage Plan

### **CITY OF LAKE SHORE CONTACT INFORMATION**

Planning and Zoning:

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