



**Greater Bemidji Area
Joint Planning Board**

Application for Conditional/Interim Use Permit

Please complete this application carefully and completely. PLEASE PRINT. Failure to fill in all of the required information may result in a delay of processing your application.

A fee of \$ _____ made payable to the **City of Bemidji** must accompany this application. Additional escrow or verification fees may apply for approved projects.

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An escrow account is established as indicated above to cover technical and legal expenses incurred by the Joint Planning Board (JPB) as part of the plan review. The applicant is responsible for all costs incurred by the JPB during plan review. If the escrow amount drops below 10% of the original deposit amount the JPB may require submittal of an additional escrow deposit sufficient to cover any anticipated expenses. Upon determination by the JPB that the project is complete or expired, the JPB will return the remaining escrow deposit to the applicant.

OFFICE USE ONLY	
Complete Application Rec'd	_____
Payment Rec'd	_____
Field Checked	_____
Zoning District	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

APPLICANT DATA

SELECT ONE: CONDITIONAL USE PERMIT INTERIM USE PERMIT

NAME OF APPLICANT: _____ PHONE: _____

MAILING ADDRESS: _____

SITE ADDRESS: _____ PARCEL: _____

EMAIL ADDRESS: _____

CONTRACTOR NAME: _____ PHONE: _____

Does your property contain low areas, wetlands, or areas with standing water? Yes No If Yes, do you intend to drain, fill or otherwise alter this area for any reason?

Explain _____

OFFICE USE ONLY

Property Dimensions: Width _____ ft Depth _____ ft Total area _____ sq ft/acres

Is there one acre of contiguous land on the property? Yes No

Have there been any Variances/Use Permits granted on this property? Yes No Don't Know Attach copies

Is property within 1000 feet of a public water? Yes No Is property in an airport zone? Yes No

Septic Data: Year Installed: _____ Last Compliance Inspection: _____

Pass Compliance Fail Compliance Notarized Stipulation Other _____

Municipal Services: Water Yes No Sewer: Yes No If no, is hook up possible? Yes No

PROPOSAL

Describe the proposed use of your property: _____

Describe the existing use of your property: _____

Are there any other Conditional/Interim Use Permits or Variance on this property? (explain w/dates & provide copies) _

Will your proposal generate an increased amount of traffic? Yes No (if yes explain) _____

How many people will occupy your premises on an average day? _____ Employees _____ Customers _____ Residents

Does your proposal include increased water usage? Yes No How many gallons per day? _____

Does your proposal include signs? Yes No Describe _____

Will your proposal generate additional waste? Yes No Describe your disposal method _____

Does your proposal include additional lighting that can be seen from roads or adjacent properties? Yes No
Explain _____

Does your proposal require additional parking from that which exists now? Yes No Explain _____

Does your proposal include anything that may be a nuisance or otherwise be considered incompatible with your
neighbors? Yes No Explain _____

Are there any reasons, not addressed above, that would help to determine if your proposal should be granted?

(Use additional sheets if necessary)

STRUCTURAL/CONSTRUCTION DATA (if applicable)

Proposed Structure/Use: New Single Family Residence _____ Building Alteration _____
Garage (Attached) _____ Detached Garage _____
Accessory Building/Multi Family Dwelling _____
Commercial Building _____ Other (Explain) _____

Structure Dimension(s): Width _____ ft. Length _____ ft. Height (to roof peak) _____ ft. Total S.F. _____

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Structure Dimension(s): Width _____ ft. Length _____ ft. Height (to roof peak) _____ ft. Total S.F. _____

Total number of bedrooms after construction: _____

Will there be any commercial use of this property after construction? Yes No

Estimated Cost of construction: \$ _____

Submit a complete sketch of your property drawn to scale with this application showing all buildings, proposed and existing, setbacks, wells, septic and accesses.

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above described property and that all uses will conform to the provisions of the Greater Bemidji Area Zoning and Subdivision Regulations. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and any resultant permit invalid. I also authorize Greater Bemidji Area Joint Planning staff to inspect the property during review of this application and subsequent construction during reasonable times of the day.

Applicant: _____ Applicant _____

Date: _____

OFFICE USE ONLY

Reviewed by _____ Date _____ Complete Application Yes No

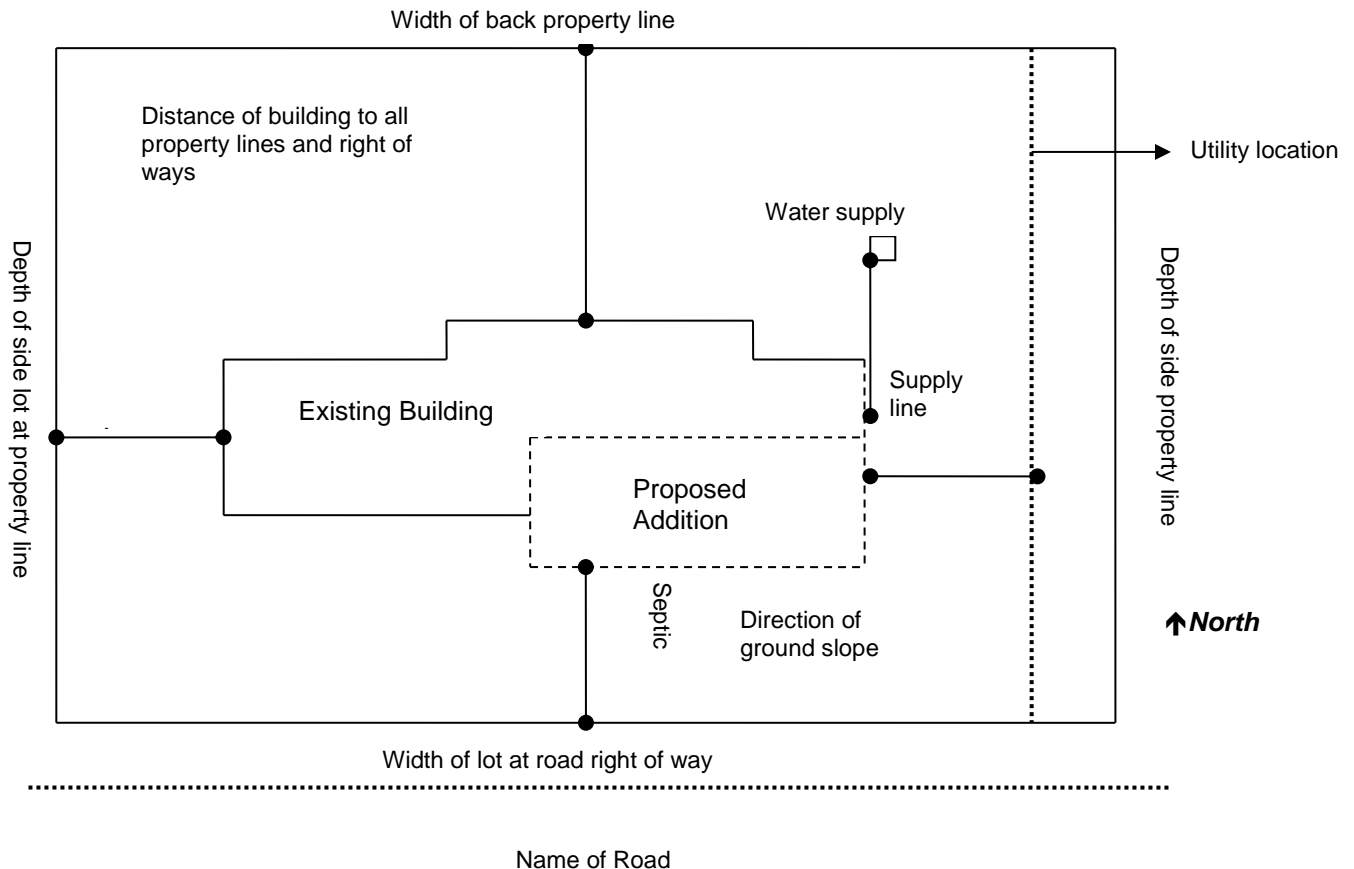
COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4TH STREET NW, LOWER LEVEL

Sample Site Plan (See also **Checklist** on next page)

Indicate: Existing buildings with dimensions (solid line).
Proposed buildings with dimensions (dashed line).
Lot size and property lines.
Distance from road right of way and property lines to: Existing and proposed buildings
and existing and proposed septic and water supply.

Also indicate: Distance between buildings.
Distance from septic to closest building intended for human occupancy.
Distance from septic to well.
Direction of ground slope in relation to well and septic.
Underground and overhead utilities including water supply line.
An arrow indicating north.
Location of soil treatment and water supply systems on adjoining lots if within 150 ft. of
existing or proposed system.

GIS Tools: The City of Bemidji online mapping system provides property data and measuring
tools. Visit <http://arccgis.co.beltrami.mn.us/Bemidji/link/jsfe/index.aspx>





Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

317 4th Street NW Bemidji, MN 56601 Office (218) 759-3579 Fax (218) 759-3591

CONDITIONAL / INTERIM USE PERMIT APPLICATION CHECKLIST

1. **Complete Application Including:**
 - a. Proof of ownership/standing (Deed or Purchase Agreement with contingent sale)
 - b. Complete legal description from title/deed
 - c. Application fee with escrow or other fees

2. **Complete site plan including:**
 - a. Provide 4- 11x17 color copies of site plan documents
 - b. Provide 1- .pdf electronic version of site plan documents
 - c. Lot & site improvements drawn to scale (site data tabulated)
 - d. Adjacent streets labeled and drawn on site plan
 - e. All easements identified
 - f. Existing structure(s) & proposed building improvements drawn to scale with all exterior dimensions
 - g. Impervious surface calculations in sq. ft.
 - h. Set backs identified & shown
 - i. Building height stated or shown on building plan elevations
 - j. Driveway/access shown
 - k. Parking, circulation, & other hard surface improvements
 - l. Green space & landscaped areas calculated in sq. ft.
 - m. Dumpster enclosure area shown (if applicable)
 - n. Completed Tree Preservation Plan (if applicable)
 - o. Existing & proposed septic systems & wells (set backs shown)
 - p. Signage plan (drawings to scale & all existing & new signs shown)

3. **Certificate of survey drawing and/or property survey**
(If improvements are located within three (3') feet, or less of minimum required set backs. Property line must be staked on lot next to planned building improvements and at all existing deficient set backs.)

4. **Septic system compliance report (if applicable)**

5. **All required engineering information (if required)**
[All parcels beginning in 80. may be subject to City of Bemidji stormwater regulations.]

6. **Other documentation identified by staff at time of application.**