



**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.

OFFICE USE ONLY	
Complete App. Rec'd	_____
Date Permitted	_____
Permit Number	_____
Comments	_____

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

An escrow of \$ _____ made payable to the **City of Bemidji** must accompany this application.

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.

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 _____

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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? _____

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

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

(Use additional sheets if necessary)

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: _____

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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)

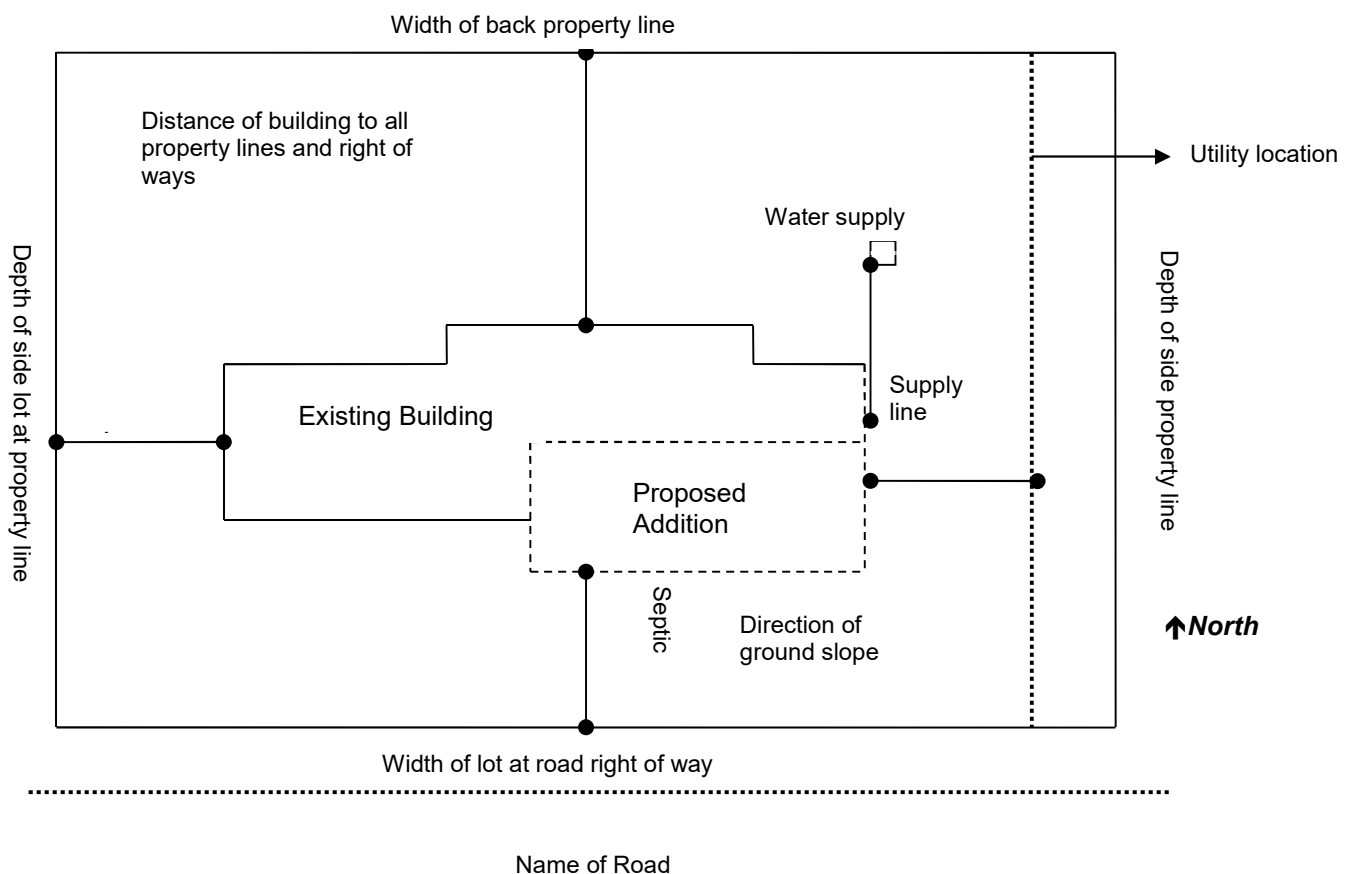
Indicate:

- 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://arcgis.co.beltrami.mn.us/Bemidji/link/jsfe/index.aspx>





Greater Bemidji Area Joint Planning Board

City of Bemidji Northern Township

315 5th St NW Suite 2, Bemidji, MN, 56601 • Office (218) 759-3579 • Fax (218) 759-3591

CONDITIONAL/INTERIM USE PERMIT APPLICATION CHECKLIST

1. ____ **Completed application form, with:**
 - A. Application w/ fee and escrow
 - B. Proof Ownership/Standing (Deed or Purchase Agreement with contingent sale)
 - C. One (1) digital copy of plans

2. ____ **Complete site plan, including:**
 - A. Lot & site improvements drawn to scale (site data tabulated)
 - B. Adjacent streets labeled and drawn on site plan
 - C. All easements identified
 - D. Existing structure(s) & proposed building improvements drawn to scale with all exterior dimensions
 - E. Impervious surface calculations in sq. ft.
 - F. Set backs identified & shown
 - G. Building height stated or shown on building plan elevations
 - H. Driveway/access shown
 - I. Parking, circulation, & other hard surface improvements
 - J. Green space & landscaped areas calculated in sq. ft.
 - K. Dumpster enclosure area shown (if applicable)
 - L. Completed Tree Preservation Plan (if applicable)
 - M. Existing & proposed septic systems & wells (set backs shown)
 - N. Signage plan (drawings to scale & all existing & new signs shown)

3. ____ **Certificate of survey by Registered Land Surveyor** (as required)

4. ____ **All required engineering information**

(commercial, industrial, multiple family or non-residential construction see City Engineer requirements)

5. ____ **Other documentation identified by staff at time of application.**