

**APPLICATION FOR PLANNING REQUEST  
CITY OF PRINCETON**

Street address of property: \_\_\_\_\_ Zoning: \_\_\_\_\_

Legal Description: \_\_\_\_\_

**Applicant:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

**Property Owner:**

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Request Type: Variance  Rezoning  Conditional Use Permit  Interim Use Permit

Plan Review  Subdivision Plat  Other  \_\_\_\_\_

Description of request: \_\_\_\_\_

Existing use: \_\_\_\_\_

Is this a permitted use under the current zoning ordinance? Yes  No  If no, attach a copy of the conditional use permit, variance, or other document permitting use, or attach an explanation of why the use is permitted.

Has a variance, conditional use permit, or rezoning been applied for previously? Yes  No   
When? \_\_\_\_\_

When the City is required to get outside review, such as legal, engineering, etc., or there are direct costs for processing the application, such as publishing required notices, the costs are billed to the applicant and the applicant, by signing this request, agrees to pay such fees.

\_\_\_\_\_  
Applicant Signature Date: \_\_\_\_\_

Application Received by: \_\_\_\_\_  
Date: \_\_\_\_\_

**APPLICATION FOR INTERIM USE PERMIT**

Application is hereby made for a Interim Use Permit for (description of Interim Use Permit)\_\_\_\_\_

\_\_\_\_\_

Address of Property:\_\_\_\_\_

Owner:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_ Phone:\_\_\_\_\_

Applicant:\_\_\_\_\_

Address:\_\_\_\_\_

\_\_\_\_\_ Phone:\_\_\_\_\_

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The following information is submitted in support of this application.

- 1) Completed application for Interim Use Permit.
- 2) Cash fee \$\_\_\_\_\_
- 3) Legal description of the property.
- 4) Acknowledgement of Responsibility form completed.
- 5) Affirmation of Sufficient Interest form completed.



**INTERIM USE PERMIT APPLICATION**

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**ACKNOWLEDGEMENT OF RESPONSIBILITY**

This is to certify that I am making application for the described action by the City and that **I am responsible for complying with all City requirements** with regard to this request. This application should be processed in my name and **I am the party whom the City should contact** regarding any matter pertaining to this application.

**I have read and understand the instructions** supplies for processing this application. The documents and/or information I have submitted are true and **correct** to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

If this is an application for **underground tank installation**, I understand that I must notify the Fire Marshall immediately in writing upon any change in required resident agent information.

I further understand that additional information, such as a traffic analysis or expert testimony, may be required for analysis of this request, and that upon my authorization the fees for such will be my responsibility.

**I agree to allow access by City authorized persons** in, on, or to the property for purposes of review of this application and any necessary inspections.

\_\_\_\_\_  
**Applicant's Signature**

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

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

Name and Address of Additional Contract(s): \_\_\_\_\_

\_\_\_\_\_  
Phone: \_\_\_\_\_

**INTERIM USE PERMIT APPLICATION**

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**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

**Name of Applicant:** \_\_\_\_\_

Phone: \_\_\_\_\_

Street address/legal description of subject project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature**

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

**If you are not the fee owner**, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

**If a corporation is fee title holder**, attach copy of the resolution of the Board of Directors authorizing this action.

**If a joint venture or partnership is the fee owner**, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

**6. INTERIM USES**

An interim use permit as defined in Chapter II may be issued using the following procedure:

**A. Procedure**

1. Request for interim uses, as provided within this chapter, shall be filed with the Zoning Administrator on an official application form.
2. The Planning Commission shall prepare a findings of fact after holding a public hearing in the manner provided in M.S. § 462.357, as it may be amended from time to time. If, in the opinion of the city, the interim use requested is appropriate for the property in question, the Planning Commission shall prepare findings of fact supporting issuance of the permit.
3. The appropriateness of any interim use for a specific property shall be determined by the resolution of the City Council, adopted by at least a simple majority, after their review of all evidence presented including the findings of fact prepared by the Planning Commission.

**B. Findings of Fact**

When reviewing an application for an interim use, the city shall base its judgment on the following factors and any other factors it may deem appropriate for the specific property. The interim use may be granted if:

1. The proposed use is interim use listed in the district in which the application is being made;
2. The date or event that will terminate the use can be identified with certainty and continued;
3. The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters;
4. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.

**C. Conditions of Approval**

The user agrees to any and all conditions that the city deems appropriate for permission of the use. The conditions may include but are not limited to:

1. A performance bond for the entire period of the interim use sufficient to cover any future costs the city may incur to enforce the provisions of the interim use permit;
2. Hours of operation, parking restrictions, lighting restrictions, screening, landscaping, fencing, signing restrictions, noise restrictions and the like.

## **Zoning Ordinance: Chapter IV – Administration and Enforcement**

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### **D. Review of Permit**

Failure of the city to specifically note conditions or restrictions does not waive the city's ability to enforce existing codes or hold a subsequent hearing and delete or impose additional conditions upon the property at any time. The Planning Commission shall review the interim use permit after eleven months have expired and recommend to the Council whether the use approved under the interim use permit shall be continued. If continued, the permit is subject to all other restrictions, subsequent revisions and provisions listed herein.

### **E. Longevity, Termination and Expiration**

1. Any interim use may be terminated by a change in this chapter or violations of any of the conditions imposed after the original or subsequent hearings held by the city.
2. Any interim use permit issued by the city automatically expires upon the termination date noted in the permit or upon change of the ownership of the property, whichever comes first.