

# City of Loretto

279 N. Medina Street, Suite 260

PO Box 207, Loretto, MN 55357

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Phone: 763-479-4305 fax: 763-479-2685

## CONDITIONAL USE PERMIT ADDENDUM

**Complete this form only if you are requesting a Conditional Use Permit. Attach additional documentation as necessary and submit to the City Clerk along with a completed Planning and Zoning Application form.**

**Please describe your Conditional Use Permit request:**

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**Conditional Use Permit History:** Use this area to describe any past conditional use permits on the property as well as any neighboring properties that are relevant to your request. Attach copies of resolutions authorizing any past conditional use permits.

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### STANDARDS FOR CONDITIONAL USE PERMITS

#### Loretto City Code 420:70 CONDITIONAL USE PERMITS

**Subdivision 1.** The Loretto city council may grant a conditional use permit (CUP) if it finds that all of the following conditions have been met:

- (a) The proposed use is consistent with the goals, policies, and objectives of the city's comprehensive plan;
- (b) The proposed use is consistent with the purposes of the zoning code and zoning district in which the applicant intends to locate the proposed use;
- (c) Will not have undue adverse impacts on government facilities, utilities, services, or existing or proposed public improvements;
- (d) The use will not have undue adverse impacts on public health, safety, or welfare;
- (e) The proposed use meets or will meet all the specific conditions set by this code for the granting of such conditional use permit.

Applicant's Response: \_\_\_\_\_

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**Subdivision 2.** If the city council grants a conditional use permit, the city council may impose such other conditions that it considers necessary to protect the health, safety, and welfare, in addition to those standards and requirements expressly specified in this code.

**Subdivision 3.** The applicant applying for a CUP shall complete and submit to the city clerk an application form supplied by the city for such purpose. A site plan must be attached at a scale large enough for clarity showing the following information:

- (a) Location and dimensions of lot lines, buildings, driveways, and off-street parking spaces;
- (b) Distances between buildings and front, side, and rear lot lines; principal buildings and accessory buildings; and principal buildings on adjacent lots;
- (c) Location of any signs, easements, underground utilities, septic tanks, tile fields, water wells, and similar features; and
- (d) Any additional information as may be reasonably required by the city, including, but necessarily limited to landscape and screening plans, sanitary sewer, and water plans, grading and drainage plans, a survey.

**Subdivision 4.** After receipt of the completed application, a date shall be set for a public hearing. Notice of the time, place, and purpose of the hearing shall be published once in the official newspaper and sent by mail to all the owners of property located within 350 feet of the outer boundaries of the land to which the CUP will be applicable, at least ten days prior to the public hearing. The city council shall make a decision within 60 days after receipt of completed application, unless written notice of an extension is provided to the applicant, or the applicant agrees to the extension.

**Subdivision 5.** A CUP shall expire one year after it has been issued unless the use for which the permit was granted has commenced within the one year period, or the council grants an extension of the expiration period upon written request of the holder of the CUP. A CUP shall remain in effect for so long as the conditions regulating it are observed, unless specifically stated otherwise. A CUP shall expire if normal operation of the use has been discontinued for 12 or more months. Time shall be calculated as beginning on the day following the last day in which the use was in normal operation and shall run continuously thereafter.

**Subdivision 6.** The council may review conditional use permits periodically and may revoke a permit upon violation of any of these conditions set forth in the permit. Prior to a revocation, the council shall hold a hearing to consider revocation of the CUP. The date of the hearing shall be as soon as is reasonably convenient. Upon scheduling the hearing, the holder of the CUP shall be provided with written notice of the apparent violation and hearing date. In lieu of revocation, the council may impose such other and further conditions it considers necessary to insure compliance with the CUP. In addition to the remedies set forth in this subdivision, the city may exercise in conjunction with, or separately, any and all other remedies and actions available to the city by its code, or applicable laws and regulations.

I understand the preceding standards for conditional use permits and hereby submit my application for a conditional use permit.

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

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