



Application Received: _____
Fee Received: _____
Staff Initials: _____

CONDITIONAL USE PERMIT APPLICATION

APPLICANT INFORMATION

Name(s): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

PROPERTY OWNER INFORMATION (if different from above)

Name(s): _____

Mailing Address: _____

Telephone: _____ Fax: _____

E-mail Address: _____

PROPERTY INFORMATION

Reason for Request: _____

Property Address(es): _____

Parcel Number(s): _____

Legal Description (attach if lengthy): _____

Applicant Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

Property Owner Signature(s) _____ Print Name _____ Date _____

SUBMIT APPLICATION AND SUBMISSION REQUIREMENTS TO:

Planning & Zoning Division, 500 Center Avenue, Fourth Floor, PO Box 779, Moorhead, MN 56561-0779

APPLICATION DEADLINE: A completed application with all submission requirements must be received by 12:00 p.m on the deadline date (three weeks prior to the scheduled Planning Commission meeting).

APPLICATION SUBMISSION REQUIREMENTS:

The following must accompany this application:

——— Proof of Title to the property and written authorization from owner(s) if applicant is not the owner.

——— Application fee of \$200 + County Recorder fee of \$46 = **total of \$246 is payable to the City of Moorhead.** The City of Moorhead will record the CUP with the Clay County Recorder's office.

CRITERIA FOR CONSIDERATION: Section 10-4-3E of the Moorhead Zoning Ordinance states that the Planning Commission and City Council shall consider possible adverse effects of the proposed conditional use. Their judgment shall be based upon, but not limited to the following factors. **Please provide any information you want the reviewers to know about the proposed CUP.** The Planning Commission has the authority to request additional information as needed.

1. The proposed action is consistent with the specific policies and provisions of the official City Comprehensive Plan and with the purpose of the zoning district in which the applicant intends to locate the use.
2. The proposed use will be compatible with the present and future uses of the area.
3. The proposed use conforms to all performance standards (i.e., parking, loading, noise, etc.) in the Zoning Ordinance.
4. The proposed use will not have an adverse effect on the area in which it is proposed.
5. The proposed use can be accommodated by public services and facilities including parks, schools, streets and utilities within their service capacity.

Questions? Contact City of Moorhead Planning & Zoning at 218.299.5370 or planning@moorheadmn.gov