



**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.

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.

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

**APPLICANT DATA**

NAME OF APPLICANT:	_____	EMAIL:	_____
MAILING ADDRESS:	_____		
SITE ADDRESS:	_____	PARCEL:	_____
PHONE NUMBER: WORK	_____	HOME	_____
CONTRACTOR NAME:	_____	PHONE:	_____
Does your property contain low areas, wetlands, or areas with standing water? <input type="checkbox"/> Yes <input type="checkbox"/> 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? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Have there been any Variances/Use Permits granted on this property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't Know <input type="checkbox"/> Attach copies		
Is property within 1000 feet of a public water? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is property in an airport zone? <input type="checkbox"/> Yes <input type="checkbox"/> No
Septic Data: Year Installed: _____ Last Compliance Inspection: _____		
<input type="checkbox"/> Pass Compliance <input type="checkbox"/> Fail Compliance <input type="checkbox"/> Notarized Stipulation <input type="checkbox"/> Other _____		
Municipal Services: Water <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer: <input type="checkbox"/> Yes <input type="checkbox"/> No If no, is hook up possible? <input type="checkbox"/> Yes <input type="checkbox"/> No		

**PROPOSAL**

Describe the proposed use of your property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the existing use of your property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any other Conditional 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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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

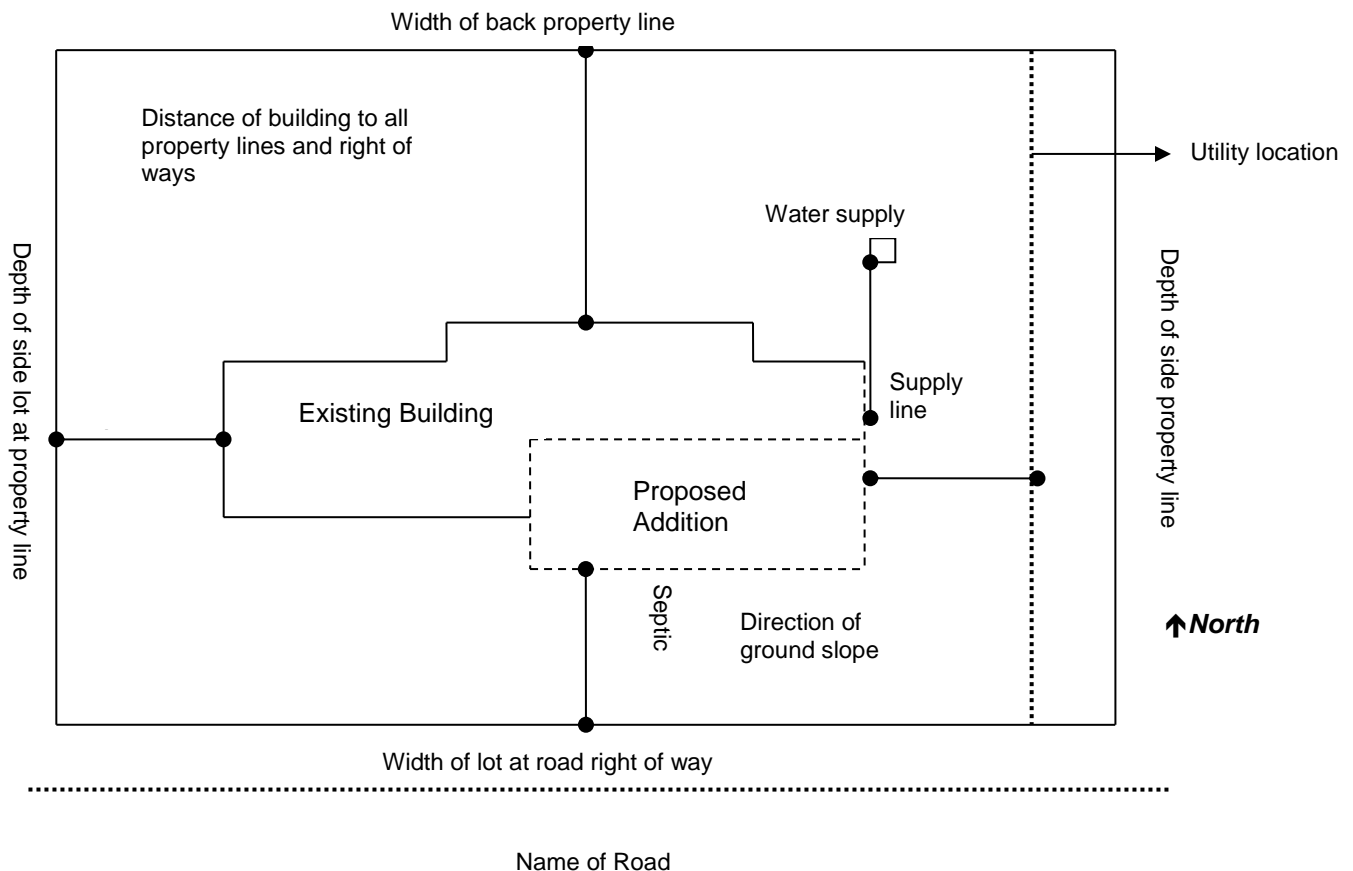
COMPLETED FORMS CAN BE SUBMITTED AT CITY HALL, 317 4<sup>TH</sup> STREET NW, LOWER LEVEL

## 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

317 4<sup>th</sup> 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 15-11x17 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.**