

Fee \$ _____
Rec # _____
Date _____

CITY OF LITCHFIELD
126 NORTH MARSHALL AVENUE
LITCHFIELD, MN 55355

INTERIM USE PERMIT APPLICATION

Address of Property _____

Parcel ID Number _____

Legal Description _____

APPLICANT: (If different than property owner, attach Owner's information and signature to application)

Name _____

Address _____

Phone _____

Email _____

RESIDENTIAL DISTRICT

R-1 R-2 R-3
Single Residence Multi-
Family Family

BUSINESS DISTRICT

B-1 B-2 B-3 B-4
Limited Retail Roadside General
Shopping

INDUSTRIAL DISTRICT

I-1 I-2
Limited General

A-1
Agricultural
Preservation

A-2
General
Agricultural

COUNTY ZONING

R-1 R-2
Suburban Rural

C-1
Commercial

C-2
Neighborhood
Commercial

I-1
General
Industry

Other: _____

Purpose of Application (Please be specific) _____

Hours of Operation _____

Customers per Day _____

Any Signs Indicating Use _____

Is Any Outside Storage Required _____

Does the Use Occur in the Main Structure of the Property _____

Applicant should submit sufficient information to demonstrate that the request will be compatible with the neighborhood. Please see the checklist on page 2.

Signature

Date of Application: _____

Planning Commission

Approved _____

Disapproved _____

Date _____

City Council

Approved _____

Disapproved _____

Date _____

Interim Use Permit Submittal Checklist

1. Completed City of Litchfield Interim Use Permit Application
2. Legal description of the property
3. Property identification number
4. Narrative statement describing the reasons for the request of the interim use permit
5. Small key (location map)
 - a. Can be an aerial view (printed out from Google/Bing maps) with property in question outlined. Should show surrounding properties within three hundred fifty (350) feet and streets for reference.
6. Detailed description of the proposed interim use
7. Survey/Site Plan
 - a. North arrow
 - b. Total lot area in square feet
 - c. Lot dimensions, all sides
 - d. Existing and proposed buildings with location, dimensions, building area and height
 - e. Distances on all sides from buildings to property lines and between buildings (if there are accessory structures)
 - f. Location, dimensions and area of all buildings and adjacent lands that are within fifty (50) feet of the property

****Site plan does not need to be prepared by a professional. However, if it is a drawing, every effort should be made to properly scale the drawing, show required items proportionally, write legibly, and use straight lines.*
8. Any other information or exhibits as required by the Code Enforcement Office, Planner, Planning Commission or City Council necessary to make findings, recommendations and dispositions on the application