



City of Litchfield  
 126 North Marshall Avenue  
 Litchfield, Minnesota 55355  
 Tel (320) 693-7201 Fax (320) 693-9134  
[www.ci.litchfield.mn.us](http://www.ci.litchfield.mn.us)

**CONDITIONAL 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 Family	Residence	Multi- Family

**BUSINESS DISTRICT**

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

**INDUSTRIAL DISTRICT**

I-1	I-2
Limited	General

A-1
Agricultural Preservation

A-2
General Agricultural

**COUNTY ZONING**

R-1	R-2
Suburban Residential	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: \_\_\_\_\_

Fee \$ \_\_\_\_\_

Rec # \_\_\_\_\_

Date \_\_\_\_\_

## Conditional Use Permit Submittal Checklist

1. Completed City of Litchfield Conditional Use Permit Application
2. Legal description of the property
3. Property identification number
4. Narrative statement describing the reasons for the request of the conditional use permit
  - a. Detailed description of the proposed conditional use
  - b. Explain how the use fits with the established CUP Criteria
5. 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.*
6. 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