

**INTERIM USE PERMIT
 APPLICATION CHECKLIST**
Per Chanhassen City Code Section 20-321

Applications will be processed only if all requested items are submitted

Prior to filing an application for an interim use permit, the applicant shall request a meeting with city planning staff. The application shall include the following in PDF format:

- (1) Completed Application Form.
- (2) Evidence of ownership or an interest in the property.
- (3) Application fee to include the following:

Type	Fee
Interim Use Permit (in conjunction with single-family residence)	\$325
Interim Use Permit (all others)	\$500
Notification Sign	\$200
Document Recording Escrow	\$50
Property Owners' List within 500' of subject property (City to generate, fee determined at pre-application meeting)	\$3 per address

- (4) Complete site plan, if necessary, to include the following:
 - a. Proposed land use.
 - b. Building and functions.
 - c. Circulation and parking areas.
 - d. Planting areas and treatment.
 - e. Sign locations and types.
 - f. Lighting.
 - g. Relationship of proposed project to neighboring uses.
 - h. Environmental impacts.
 - i. Demand for municipal services.
- (5) Grading, drainage and erosion control plan per Section 7-35 of the Chanhassen City Code.
- (6) Statement of compliance with the following 12 general standards for an interim use permit:
 - a. Will not be detrimental to or endanger the public health, safety, comfort, convenience or general welfare of the neighborhood or the city.
 - b. Will be consistent with the objectives of the city's comprehensive plan and this chapter.
 - c. Will be designed, constructed, operated and maintained so to be compatible in appearance with the existing or intended character of the general vicinity and will not change the essential character of that area.
 - d. Will not be hazardous or disturbing to existing or planned neighboring uses.
 - e. Will be served adequately by essential public facilities and services, including streets, police and fire protection, drainage structures, refuse disposal, water and sewer systems and schools; or will be served adequately by such facilities and services provided by the persons or agencies responsible for the establishment of the proposed use.
 - f. Will not create excessive requirements for public facilities and services and will not be detrimental to the economic welfare of the community.

- g. Will not involve uses, activities, processes, materials, equipment and conditions of operation that will be detrimental to any persons, property or the general welfare because of excessive production of traffic, noise, smoke, fumes, glare, odors, rodents, or trash.
- h. Will have vehicular approaches to the property which do not create traffic congestion or interfere with traffic or surrounding public thoroughfares.
- i. Will not result in the destruction, loss or damage of solar access, natural, scenic or historic features of major significance.
- j. Will be aesthetically compatible with the area.
- k. Will not depreciate surrounding property values.
- l. Will meet standards prescribed for certain uses as provided in this article.