



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**160 LAKE STREET NORTH**  
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**CONDITIONAL USE PERMIT**  
**APPLICATION CHECKLIST**

APPLICANT CHECK IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK IN
	A completed City of Big Lake Land Use Application form with full legal description.	
	A completed checklist form with all required items from below.	
	Supporting information establishing ownership interests in the property (a title commitment and/or signature of fee title property owner).	
	A written narrative which includes: 1. Description of the proposed conditional use, how it will function on the property, hours of operation (if applicable), and any other information necessary to fully describe the request; and 2. Explanation of how the proposed conditional use will meet each of the criteria set forth for approval, as well as any additional criteria that may apply for the specific use as listed in the Big Lake Zoning Ordinance.	
	A location map showing the general location of the proposed use within the community and the principal land uses surrounding the parcel on which the conditional use is proposed.	
	Development plans for the proposed use as follows:	
	Site plan drawn to scale showing parcel and existing topography A certificate of survey may be required. Survey to include the following components: <ul style="list-style-type: none"> <li>• All existing and proposed structures</li> <li>• Signed by a registered land surveyor</li> <li>• Current (within last 6 months)</li> <li>• Topographic survey and contours of all surface features including drainage ways, wetlands, etc.</li> <li>• Public utilities including pipe size, material type, depths</li> <li>• Private utilities</li> <li>• Legal description</li> <li>• Easements of record</li> </ul>	
	Location of all existing and proposed buildings and the size of each (including square footage).	

		Curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks.	
		Natural features such as woodlands, wetlands, shorelines.	
		Landscaping and screening plans, including species and size of trees and shrubs proposed.	
		Proposed finished grading and drainage plan sufficient to drain and dispose of all surface water accumulated.	
		Type of business or activity and proposed number of employees.	
		Proposed floor plan and elevations with uses indicated.	
		Proposed outdoor storage spaces (if applicable).	
		Signage plan.	
		Colored building elevations to illustrate the proposed visual appearance of new construction, including detail on all building materials. Elevations should include all sides/faces of the building, and the visual location and size of all exterior utility and mechanical systems, including HVAC, meters, and powerlines.	
		Any other information that may be reasonably required by the City to evaluate the application.	
		Electronic copies of all written narrative and 11"x17"to scale plan sets required above. <b>Submit electronic copy via email or .ftp only.</b>	
		Application fees and escrow per Land Use Application form.	

### Planning Commission Review

Before any Conditional Use Permit is considered, the Planning Commission shall hold a public hearing after proper notice has been issued. Following the hearing and subsequent discussion on the merits of the proposal, the Planning Commission shall make recommendations based on criteria outlined in the Big Lake Zoning Ordinance.

### City Council Review and Decision

The City Council shall review the application after the Planning Commission has made its recommendations and will make a final determination to either approve or deny the application. In the granting of approval, the City Council may impose conditions regarding the location, character and other features of the proposed building, structure or use as it may deem necessary.