



**COMMUNITY DEVELOPMENT DEPARTMENT**  
**160 LAKE STREET NORTH**  
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**INTERIM 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 interim 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 interim 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 interim use is proposed.	
	Development plans for the proposed use as follows:	
	Site plan drawn to scale showing parcel and existing and proposed conditions. A certificate of survey may be required. Site plan or 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 if survey is required. Survey must be current (within the 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>	

		<ul style="list-style-type: none"> <li>• Curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks.</li> </ul>	
		<ul style="list-style-type: none"> <li>• Landscaping and screening plans, including species and size of trees and shrubs proposed.</li> </ul>	
	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 Interim 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.