

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
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(for office use only)

**ALEXANDRIA TOWNSHIP  
INTERIM USE APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address (E911#) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
*(if different than above)* *(if different than above)*

City, State, Zip \_\_\_\_\_

Applicant is:		Title Holder of Property : <i>(if other than applicant)</i>
Legal Owner	( )	_____
Contract Buyer	( )	(Name)
Option Holder	( )	_____
Agent	( )	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Legal Owner, authorizing application (required): \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (9 digit # on Tax Statement) \_\_\_\_\_

Full legal description of property involved in this request, including total acreage (required – attach separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

Zoning District \_\_\_\_\_, Lake Name (if applicable) \_\_\_\_\_

What are you proposing for the property? State nature of request in detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Alexandria Township Zoning Ordinance, Section VI.G.1, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Interim Use will cause no significant adverse effects.

**Please complete all of the following questions to the best of your ability (some questions may not apply, depending on the nature of your request):**

1. List the date or event that you would like the interim use permit to expire. **NOTE:** *The Zoning Ordinance requires that the initial approval of an interim use permit must expire no later than five (5) years from the date it is approved. After that initial period, you may apply for renewal which may be allowed to continue for a different time period.*

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2. Describe the impact of the proposed use on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area. If there is no impact, explain why.

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3. Describe the impact of the proposed use on adjacent agricultural or residentially zoned or used land. Describe how the use will be sufficiently compatible or separated by distance or screening so that existing homes will not be depreciated in value and so that there will be no deterrence to development of vacant land. If there is no impact, explain why.

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4. Describe whether the structure and site will have an appearance that would have an adverse effect upon adjacent residential properties. If there is no impact, explain why.

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5. Describe how the proposed use will be reasonably related to the overall needs of the Township and to the existing land use.

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6. Describe how the proposed use will be consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the use would be located.

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7. Discuss how the proposed use will be in conformance with the Comprehensive Plan of the Township.

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8. Discuss whether the proposed use will create a traffic hazard or congestion. If there is no impact, explain why.

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**If in Shoreland Areas, please complete all of the following questions:**

1. Describe how soil erosion or other possible pollution of public waters will be prevented, both during and after construction.

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2. Describe how the visibility of structures and other facilities as viewed from public waters will be limited.

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3. Discuss whether the site is adequate for water supply and on-site sewage treatment. Describe why.

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4. Discuss whether the types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft. Explain why.

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**ALEXANDRIA TOWNSHIP**  
**INTERIM USE APPLICATION CHECKLIST**

The following information shall be provided as part of an application for an interim use permit (incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing):

- Completed application, including signature of property owner
- Application Fee
- A Sewer Compliance Inspection Report (if not served by public sewer and the property in question has a dwelling)
- No outstanding violations
- Site plan as close to scale as possible with the following information, as a minimum (unless waived by the Zoning Administrator)\*:
  - Legal Description of Site (can be located on most property tax statements)
  - Location of the subject property (a copy of the tax map can be used)
  - Name of record owner/title holder of property
  - Size of parcel and dimensions
  - North point
  - All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake Ordinary High Water (OHW) level) and each other
  - All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - Location on the parcel of existing and proposed sewage treatment systems (ISTS), if present, and wells and their distance from property lines, structures and each other. If served by public sewer, note this.
  - Existing and/or proposed square footage of any driveway (gravel and paved), access roads, parking, sidewalks, or other impervious (hard) surfaces that sheds rainwater.
  - Proposed landscaping and screening plans showing location and type of grasses, shrubs, trees or landscaping material to be used. Note the amount of material to be moved as part of the project (brought in, removed or moved around) in cubic yards.
  - Proposed grading plan, showing any areas to be graded or otherwise disturbed so that bare soil is exposed. Note the dimensions and overall size of the area to be disturbed (if greater than one

acre, a separate stormwater permit will be required) and the amount of material to be moved as part of the project (brought in, removed or moved around) in cubic yards.

- Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- Approximate location of any proposed advertising signs related to the proposed use
- A description of the expected timeline for any work related to the proposed use.

*\* Under certain circumstances, the Planning Commission or Town Board may require photos of the site or buildings on the site, a professionally prepared property survey, stormwater management plan, landscaping plan, architectural drawings, construction plans or other detailed information when determined necessary to make an informed decision. In order to expedite your application and avoid delays, the Zoning Administrator may recommend the submittal of this information as part of the initial application or at least two weeks prior to the meeting.*

**ALEXANDRIA TOWNSHIP  
INTERIM USE APPLICATION**

Please read the interim use application in its entirety before submitting the application. Applicant shall complete Interim Use Application provided by the Zoning Administrator and submit to the Township Offices in person at 610 Fillmore Street (behind Trumm Drug next to Trumm Home Medical) or by mail at PO Box 445, Alexandria, MN 56308. See the attached schedule of public hearings for relevant application deadlines. Applications are due by 1:00 pm on the date of the application deadline.

**WHAT IS AN INTERIM USE PERMIT?**

The purpose of an interim use permit is to allow a temporary use that is not designated as permitted or conditionally permitted but is acceptable for a limited period of time subject to conditions set forth in this section. An interim use is granted for a particular individual or other applicant – not the property.

An interim use is intended to allow a use that is presently acceptable but that, with anticipated development, will not be acceptable in the future, or will be replaced in the future by a permitted or conditional use allowed within the respective zoning district. Buildings and other improvements allowed by interim use shall be of a size and nature such that they can be easily removed from the property or will conform to zoning regulations for permitted or conditional uses should the interim use permit expire.

**Review criteria for Interim Use Permits.** In granting an interim use permit, the Alexandria Town Board shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety and general welfare of occupants or surrounding lands. The criteria used for reviewing conditional use permit shall also be used when considering interim use permits, along with the following additional considerations:

- (1.) The use will conform to the applicable zoning regulations, including any dimensional restrictions the regulations may impose on buildings or uses;
- (2.) The use will terminate upon a date or event that can be identified with certainty and/or clarity;
- (3.) The use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and
- (4.) The use will be subjected to, by agreement with the property owner, any conditions that the Town Board deems appropriate in allowing the proposed interim use, including a condition that the owner will provide an appropriate surety to cover costs that would be necessary to eliminate the interim use from the property, including removal of buildings, equipment, restoration of the landscape to a suitable condition or other appropriate and necessary costs.

General criteria that apply to both conditional use and interim use permit applications include:

- (1.) The use will not create an excessive burden on existing parks, schools, streets and other public facilities and utilities which serve or are proposed to serve the area.

- (2.) The use will be sufficiently compatible or separated by distance or screening from adjacent agricultural or residentially zoned or used land so that existing homes will not be depreciated in value and there will be no deterrence to development of vacant land.
- (3.) The structure and site shall have an appearance that will not have an adverse effect upon adjacent residential properties.
- (4.) The use in the opinion of the Town Board is reasonably related to the overall needs of the Township and to the existing land use.
- (5.) The use is consistent with the purposes of the Zoning Ordinance and the purposes of the zoning district in which the applicant intends to locate the proposed use.
- (6.) The use is in conformance with the Comprehensive Plan of the Township.
- (7.) The use will not create a traffic hazard or congestion.

**Interim uses allowable within shoreland areas shall be subject to the review and approval procedures listed above with the following additional evaluation criteria and conditions:**

- (1.) Evaluation Criteria. A thorough evaluation of the water body and the topographic, vegetation, and soils conditions on the site must be made to ensure:
  - i. The prevention of soil erosion or other possible pollution of public waters, both during and after construction.
  - ii. The visibility of structures and other facilities as viewed from public waters is limited.
  - iii. The site is adequate for water supply and on-site sewage treatment.
  - iv. The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.

**Conditions Attached to Shoreland Interim Use Permits.** The Planning Commission, upon consideration of the criteria listed above and the purposes of this Ordinance, shall attach such conditions to the issuance of the interim use permits as it deems necessary to fulfill the purposes of this Ordinance. Such conditions may include, but are not limited to, the following:

- (1.) Increased setbacks from the ordinary high water level.
- (2.) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.
- (3.) Special provisions for the location, design, and use of structures, sewage treatment systems, watercraft launching and docking areas, and vehicle parking areas.

## APPLICATION:

1. Applicant shall complete the Interim Use Application provided by the Zoning Administrator and submit to the Township Offices in person at 610 Fillmore Street (behind Trumm Drug next to Trumm Home Medical) or by mail at PO Box 445, Alexandria, MN 56308. See the attached schedule of public hearings for relevant application deadlines. Applications are due by 1:00 pm on the date of the application deadline.
2. Application shall be accompanied by a copy of a site plan drawing complete with, at a minimum, the information from the Interim Use Checklist.
3. Application shall be accompanied by an application fee of **\$400** made payable to Alexandria Township. ***This fee does not cover any Land Use Permits which may be necessary separately if the interim use application is approved.***
4. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. Applicant shall be notified within fifteen business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.
5. The Planning Commission generally holds their monthly meeting on the fourth Monday of the month at 6:00 PM at the Township Meeting Room. Check with the Township to confirm when your application will be heard in case this schedule changes.
6. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the Township Office and online at [www.hometownplanning.com/alexandria-township.html](http://www.hometownplanning.com/alexandria-township.html) approximately one week prior to the scheduled meeting date.

## REVIEW:

1. Any proposed interim use shall be presented to the Planning Commission for the determination of its applicability to the zoning district wherein permitted. In support of such determination of applicability, the Planning Commission may require preliminary architectural drawings or sketches on all buildings or groups of buildings, showing the front, side and rear elevations of the proposed building, structure or other improvements, and the proposed location of such buildings on the lot as the buildings will appear after the work has been completed. Such drawings or sketches shall be considered by the Planning Commission in an endeavor to ascertain that such buildings, structures and other improvements shall be so designed or constructed that they will not be of unsightly, undesirable or obnoxious appearance.
2. The Zoning Administrator shall refer the application to the Planning Commission for a public hearing and cause notice of such hearing to be properly published in the legal newspaper not less than ten (10) days prior to the hearing. Property owners within one-quarter (1/4) mile of the affected property or the ten (10) properties nearest the affected property (whichever would provide notice to the greatest number of owners) shall be given notice of the date the Planning Commission will consider said application, although failure of any property owner to receive such notification shall not invalidate the proceedings. Notice shall be given the governing body of any city the incorporated limits of which lie within two (2) miles of the proposed interim use.

**ACTION:**

1. The applicant or a representative shall appear before the Planning Commission and answer any questions concerning the proposed interim use. The Planning Commission shall consider possible adverse effects of the proposed interim use and what additional requirements may be necessary to prevent such adverse effects.
2. The recommendations of the Planning Commission shall be referred to the Town Board of Supervisors and placed on the agenda of the Board at its regular meeting following referral from the Planning Commission.
3. The Town Board of Supervisors shall take action on the application within sixty (60) days of the date the complete application was received by the Zoning Administrator, or within a longer period if extended in accordance with the provisions of Minnesota Statutes 15.99. If it grants the interim use permit, the Board may impose any special conditions it considers necessary to protect the public health, safety and welfare. An appeal from any decision of the Town Board of Supervisors may be taken by any person or persons, jointly or severally, aggrieved by any decision of the Board, or any taxpayer, officer, department, board of bureau of the municipality to the Court of Appeals by petition for writ of certiorari within sixty (60) days as delineated in Minnesota Statute 606.01 and applicable court rules, as amended.
4. A certified copy of the granted interim use permit shall be filed with the Douglas County Recorder or Registrar of Titles by the Zoning Administrator.
5. No application for an interim use permit shall be resubmitted for a period of one (1) year from the date that the request is denied except the Zoning Administrator may allow a new application if in the opinion of the Zoning Administrator new evidence or a change in circumstances warrants it.

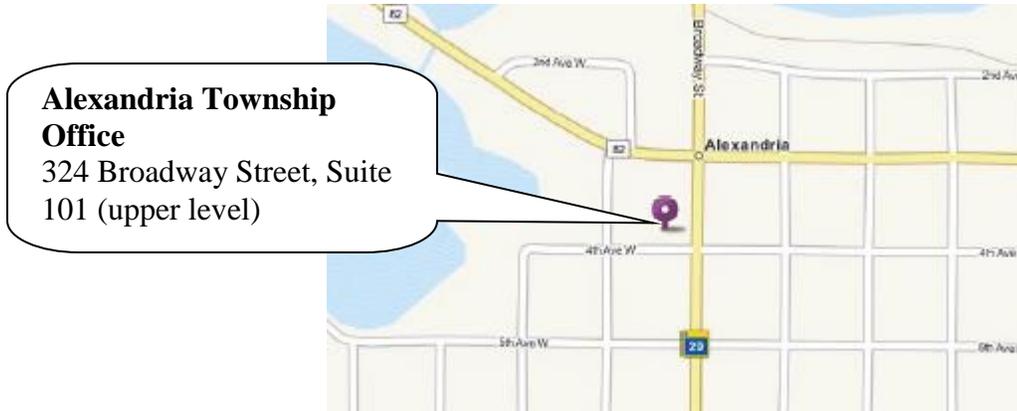
**TERMINATION AND RENEWAL:**

1. An interim use permit shall terminate upon the occurrence of any of the following events, whichever comes first:
  - a. Five (5) years from the initial approval of an interim use, unless a shorter time period is specified in the initial approval. After the initial approval period and if a renewal is approved by the Township, the interim use permit shall terminate upon the date or event stated in the permit approval; or
  - b. When the use has been discontinued for one year or more; or
  - c. When there is a change in ownership of the property of any kind, unless the Town Board approves such change in ownership as not substantially changing who is operating and/or managing the use and property. Such requests must be presented to the Planning Commission for a recommendation to the Town Board, but need not require a public hearing; or
  - d. Within 24 months of the date of an amendment to the Zoning Ordinance that no longer allows the use as an interim or permitted use.

2. Renewal: An application to extend an interim use permit may be renewed within 24 months prior to the date or event upon which it is to expire. The application shall be processed and administered as if it were a new application. Should such application to renew be denied, the applicant shall be allowed to continue the use until the expiration of the interim use permit provided all conditions of the original approval are being met. If the application to renew is approved, the Township shall specify a new date or event on which the renewed permit will expire. There shall not be a limit on the number of times an interim use permit may be extended. Application fees for renewal of an interim use permit shall be as established in the Township fee schedule.
  
3. Amendment: Any change in an approved interim use permit involving more than minor structural alterations, enlargement, intensification of use, or similar changes not specifically permitted by an interim use permit, as determined by the Zoning Administrator, shall require an amended interim use permit to be reviewed as if it were a new interim use permit.

## ALEXANDRIA TOWNSHIP CONTACT INFORMATION

Alexandria Township, effective January 1, 2007, began administering and enforcing its own Zoning and Subdivision ordinances. Land Use and other Permit Applications can be obtained at the township website ([www.alexandriatownship.org](http://www.alexandriatownship.org)) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri).



<p><b>Applications may be mailed (along with required fee) to:</b> Alexandria Township P.O. Box 445 Alexandria, MN 56308 Phone: 320-759-5300 Fax: 320-763-5320 Email: <a href="mailto:admin@alexandriatownship.org">admin@alexandriatownship.org</a> <a href="http://www.alexandriatownship.org">www.alexandriatownship.org</a></p>	<p><b>The Township Zoning Administrator is:</b> Ben Oleson Hometown Planning 324 Broadway Street, Suite 101 Alexandria, MN 56308 Phone: 320-759-1560 or 888-439-9793 Fax: 888-439-9793 E-mail: <a href="mailto:oleson@hometownplanning.com">oleson@hometownplanning.com</a> <a href="http://www.hometownplanning.com/alexandria-township.html">www.hometownplanning.com/alexandria-township.html</a></p>
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The Alexandria Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Alexandria Township website ([www.alexandriatownship.org](http://www.alexandriatownship.org)). Staff reports and information involving public hearing (i.e. variance, conditional use, etc...) applications are posted at [www.hometownplanning.com/alexandria-township.html](http://www.hometownplanning.com/alexandria-township.html) when available.