



1211 Village Parkway, P.O. Box 120
Cologne, MN 55322
(952) 466-2064 • (952) 466-2075 (fax)
www.ci.cologne.mn.us

Planning and Zoning Application Form

GENERAL REQUIREMENTS – Please read before completing the application.

The City will not begin processing an application that is incomplete. You will be notified within seven business days if your application is not complete. Applications deemed complete will be submitted to the City Planner for review. The City Planner will notify the applicant if additional information or modifications are necessary. The applicant is responsible for all information necessary to describe the land use/development request and may be required to submit additional information to fully explain the aspects unique to the request that may not appear on this application. Applicants are encouraged to review the applicable City Code (available at City Hall) related to their request.

Fees and escrow are due at the time an application is submitted (or the application will be considered incomplete). Fees and escrow are listed on the attached sheet. Please note that the applicant is responsible for all planning, legal, engineering, publication, notification, and other expenses related to the application.

Certain applications, such as variances and sign permits, require Planning Commission consideration. Please check with the City Clerk to determine if your application requires Planning Commission consideration. If so, your completed application must be submitted four weeks prior to a regularly scheduled planning commission meeting. Completed applications that are submitted within four weeks of a regularly scheduled planning commission meeting may be considered at the next regularly scheduled meeting if time constraints allow, otherwise they will be considered at the following regularly scheduled meeting.

APPLICANT INFORMATION

Applicant(s) _____

Property Owner(s) – (if different from applicant) _____

Property Street Address _____
Cologne, MN 55322

Applicant Mailing Address (if different from property address)

Applicant Telephone (____) _____ - _____ (day) (____) _____ - _____ (eve)

Applicant Fax No. (____) _____ - _____ E-mail _____

Applicant is: ☐ Owner ☐ Contractor ☐ Other _____

Type of Request(s):

- ☐ Site Plan Approval (Bldg permit may also be needed) ☐ Zoning Ordinance Amendment
- ☐ Variance (Variance Addendum attached) ☐ Accessory Structure
(Bldg permit may be needed)
- ☐ Building Alterations/Additions (Bldg permit needed) ☐ Sign Permit (Addendum attached)
- ☐ Interim Use Permit ☐ Other _____
- ☐ Fence ☐ Preliminary Plat ☐ Final Plat ☐ Lot Division/Combination

****Please attach a site plan showing existing and proposed features, including setbacks. ****

Brief description of request _____

Has a similar request on the subject site or any part thereof been previously sought? _____

If yes, when? _____

Access to property _____

Project description and background (attach additional sheet(s) if necessary) _____

I agree that all fees incurred by the City resulting from the review of this request are my responsibility and I will pay them in a timely manner.

Signature of applicant(s) _____ Date _____

If Property Fee Owner is not the applicant, the Applicant must provide written authorization by Property Fee Owner in order to make application.

Signature of owner _____ Date _____

*****FOR CITY USE ONLY*****

Appl. Fee & Escrow \$ _____ Amount Paid \$ _____ Date _____ Ck # _____

Completed Application Received on _____ by _____

Current Zoning ____ Existing Land Use ____ Proposed Land Use ____ PID 40- _____

Legal Description _____

INTERIM USE PERMIT INFORMATION

7.03 Interim Uses

A. Purpose and Definition

In addition to the purposes stated in Section 2 of this Ordinance, it is intended that the interim use permit procedures allow flexibility in the use of land or structures in the City when such uses are not permanent and when such uses meet appropriate conditions and performance standards that protect the public health, safety, and welfare. An interim use is a temporary use of property until a particular date, until the occurrence of a particular event, or until zoning regulations no longer permit it. The use must cease upon termination of the permit.

B. Application, Public Hearing, and Procedure

The application, public hearing, notice, and procedure requirements for interim use permits shall be the same as those for amendments, as provided in Section 7.02 "Amendments" of this Ordinance, except that approval of an interim use by the City Council requires only a simple majority affirmative vote. If a proposed interim use is not listed as a permitted interim use in this Ordinance, a text amendment to this Ordinance will be required before an interim use permit may be considered.

C. Termination

All interim use permits shall terminate on the happening of any of the following events, whichever first occurs:

1. The termination date stated in the permit.
2. A violation of the conditions under which the permit was issued.
3. A change in the City's zoning regulations that renders the use nonconforming.

D. Standards

1. The interim use must be allowed in the zoning district where the property is located.
2. The interim use must meet or exceed the performance standards set forth in this Ordinance and other applicable City ordinances.
3. The interim use must comply with the specific standards for the use identified in this Ordinance, and must comply with all conditions of approval, which shall be included in the Interim Use Permit agreement.

E. Conditions

The City may attach conditions to approval of a permit to mitigate anticipated adverse impacts associated with the use, to ensure compliance with the standards of approval, to protect the value of other property, and to achieve the goals and objectives of the Comprehensive Plan.