



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
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**INTERIM USE PERMIT (IUP)**

Property Address \_\_\_\_\_

Legal Description of Property (if legal is lengthy, please attach a separate sheet):

Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

PIN \_\_\_\_\_  
(If metes and bounds, attach the complete legal description)

**Note: If the legal is not provided, the application will not be considered to be complete.**

Description of Request (use additional paper if necessary) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will this request require hauling of material? Yes\* or No  
Will material be hauled to and from this site? Yes\* or No  
\*If Yes to either question, then a haul route will be required to be submitted as part of this application.

Section of Ordinance \_\_\_\_\_ Current Zoning \_\_\_\_\_



Name of Applicant \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

INTERIM USE PERMIT (IUP)

Property Owner (Fee Owner) \_\_\_\_\_ Email \_\_\_\_\_  
(If different from above)

Address \_\_\_\_\_

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

Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The following information shall be submitted prior to review by the City of Andover:

1. Complete application and fee
2. Letter summarizing request including but not limited to:
  - a. Proposed hours of operation
  - b. Proposed haul routes to or from the site
  - c. Proposed stockpile slopes (typically a 3:1 slope is required)
  - d. Proposed expiration date of IUP
  - e. Other details about the proposal to help the city evaluate the request
3. A scaled drawing showing the following:
  - a. Scale
  - b. North arrow
  - c. Dimensions of the property and structures
  - d. Front, side, and rear yard building setbacks
  - e. Adjacent streets
  - f. Location and use of existing structures within 100 feet
4. Other information as required to review request

Application Fee:

Interim Use Permit	\$350.00 includes mailing labels
Amended Interim Use Permit	\$200.00 includes mailing labels
Recording Fee	\$100.00
Public Notification Sign	\$30.00
Land Reclamation or Mining	\$1,000.00 escrow – If this escrow doesn't cover review costs, additional billing will occur.

Date Paid \_\_\_\_\_

Receipt # \_\_\_\_\_

60 Day Review \_\_\_\_\_

120 Day Review \_\_\_\_\_

## INTERIM USE PERMIT (IUP)

*Note: The following is information that all applicants should read and understand.*

### **STANDARDS FOR GRANTING AN INTERIM USE PERMIT REQUEST**

The Planning Commission shall recommend an interim use permit and the Council shall issue such interim use permit only if it finds that such use at the proposed location:

- (1) Will not create an excess burden on parks, streets, and other public facilities.
- (2) Will not be injurious to the surrounding neighborhood or otherwise harm the public health, safety, and general welfare.
- (3) Will not have a negative effect on values of property and scenic views.
- (4) Will not impose additional unreasonable costs on the public.
- (5) Will be subjected to, by agreement with the owner, any conditions that the City Council has deemed appropriate for permission of the use, including a condition that the owner may be required to provide an appropriate financial surety to cover the cost of removing the interim use and any interim structures upon the expiration of the interim use permit.

### **INTERIM USE PERMIT PROCEDURE**

The public hearing, public notice and procedural requirements for interim use permits shall be as provided in City Code 12-15-8. The City Council shall act upon the interim use permit within sixty (60) days from the date of submission of a complete application unless an extension has been provided pursuant to Minnesota Statutes 15.99. Approval of a request shall require a four-fifths (4/5) vote of the entire City Council.