

Interim Use Permit



Application Process Summary

What is an Interim Use Permit?

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. An Interim Use Permit gives the City the discretion to determine the limited-term suitability of certain uses on the general health, welfare and public safety of the general public. Applications for Interim Uses but must be reviewed by the Planning Commission and City Council. These bodies often place conditions on the Interim Use Permit approval. Conditions ensure compatibility with surrounding properties and mitigate any potential negative impacts of the use.

What is the application process?

Those interested in pursuing an Interim Use Permit (IUP) are encouraged to speak with staff in the Planning Department prior to filing an application. Staff can help identify any potential concerns or challenges with the proposed IUP before an official application is made.

The Interim Use Permit process begins by filling out an IUP APPLICATION. Applications are accepted online. A complete application, along with the necessary fee(s) and submittal requirements listed in this handout must be submitted. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with processing the request.

State Statue 15.99 gives cities 15 business days to review land use items, such as an IUP request, to determine if the application is complete. If your application is considered incomplete, staff will return it to you for completion. If your application is considered complete, you will be notified in writing. This notice will include the date of the anticipated Planning Commission and City Council meeting where your request will be considered. State statue also requires that the City approve or deny a land use application within 60 days of receiving a complete application, unless an additional 60 day extension is granted.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments and other affected stakeholder agencies. The impacts to adjacent properties are discussed and, if necessary, stipulations for approval are developed.

Notice of the request is sent by the City to those property owners within 350 ft of the property. In order to meet public notice requirements, there are approximately four weeks between the application due date and the Planning Commission meeting.

Prior to the Planning Commission meeting, a staff report including staff recommendation is prepared. Recommended stipulations of approval are frequently included. The staff report is presented to the Planning Commission to review at a regularly-scheduled meeting. Applicants will also receive a copy of the staff report.

The Planning Commission is made up of seven residents of the community. Planning Commission meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all special use permit requests. Interim Use Permits must be approved by the City Council following review by the Planning Commission. Applicants are expected to attend the Planning Commission and City Council meetings where their applications will be discussed.

Once a decision has been made by the City Council, the City will mail the petitioner a letter stating the outcome of the request, including the corresponding stipulations of approval or the findings of fact if the request has been denied.

Additional information regarding the IUP process may be obtained by contacting the City of Fridley Planning Department at planningdivision@fridleymn.gov or 763-572-3595 or 763-572-3599.

What are the application requirements?

The following information is needed to process an Interim Use Permit application. Beginning in 2022, applications will be accepted online. Online applications can be filled out at any time but can only be submitted on pre-determined application dates.

- Property information
 - Street address
 - Anoka County Property Identification Number (PIN)
 - Current zoning
- Reason for IUP
 - A brief one-sentence summary
 - A full narrative explaining the reason for the Interim Use Permit. The narrative should demonstrate that the Interim Use complies with the following requirements:
 - The use will not delay anticipated development or redevelopment of the site;
 - The use will not adversely impact implementation of the Comprehensive Plan;
 - The use will not be in conflict with provisions of the city code on an ongoing basis;
 - The use will not adversely affect the adjacent property, the surrounding neighborhood, or other uses on the property where the use will be located;
 - The date or event that will terminate the use can be identified with certainty; and
 - The use will not impose additional unreasonable costs on the public.
 - An explanation of when and why the Interim Use will end
- Petitioner (applicant) information
 - Name of individual and/or company
 - Mailing address
 - Phone number
 - Email address
 - Signature authorizing application

- Property owner information (if different from petitioner)
 - Name
 - Signature authorizing application
- Application Drawings
 - To scale site plan, showing building square footage, code compliant building and parking setbacks, lot coverage, and parking calculations.
 - Elevation of property and description of materials.
 - For those projects that will require a change in utilities, grading or drainage, the following items will need to be submitted:
 - Grading and drainage plan
 - Erosion control plan
 - Calculations for stormwater runoff
 - Calculations for excavation and/or fill
 - Utility Map: Water, Sewer, and Storm (if item does not exist, note on plan)
- Consent & Verification of the following terms:
 - The applicant, owner, operator, tenant and/or user has no entitlement to future re-approval of the interim use permit.
 - The interim use permit will not impose additional costs on the public if it is necessary for the public to fully or partially take the property in the future.
 - Agree in writing to any conditions that the City Council deems appropriate for the use including the requirement for a financial security to ensure removal of all evidence of the use upon termination.
- Application fee
 - \$1,000 for R-1, Single Family Residential IUPs
 - \$1,500 for all other IUPs

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans).**
- Narrative/text files and other documents may be Word, PDF, or image files.