

**CITY OF MOTLEY**  
**CONDITIONAL USE APPLICATION**

**APPLICATION:**

- A. Applicant shall complete Conditional Use Application provided by Zoning Administrator and submit to Zoning Administrator prior to the application deadline noted in the meeting schedule.
- B. Application shall be accompanied by a site plan drawing complete with, at a minimum, the information from Conditional Use Checklist.
- C. Application shall be accompanied by application fee made payable to the City of Motley. **This fee does not cover any land use permit that may also be required, which must be filed separately if a conditional use permit is approved.**

**REVIEW:**

- A. The Zoning Administrator shall review the application for completeness. The applicant will be notified within ten business days if additional information is required to complete the application.
- B. After receipt of a completed Conditional Use Application and supporting documents, the Zoning Administrator shall schedule a public hearing date in accordance with the schedule of regular meetings and applicable application deadlines. Applicant will be notified by mail of the date and time of the public hearing.
- C. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will generally be available for public review 5-7 days prior to the scheduled meeting date online at [www.hometownplanning.com](http://www.hometownplanning.com).
- D. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

**ACTION:**

- A. The Planning Commission shall hold a public hearing on the conditional use application. Neighboring landowners within 350 feet will be notified and a general public notice will be published in the City's official newspaper.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

APP # \_\_\_\_\_

Date \_\_\_\_\_

(for office use only)

**CITY OF MOTLEY  
CONDITIONAL USE APPLICATION**

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

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_

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

Applicant is:

Legal Owner ( )

Contract Buyer ( )

Option Holder ( )

Agent ( )

Other \_\_\_\_\_

Title Holder of Property:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City, State, Zip)

Signature of 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.)

Location of property involved in this request:

\_\_\_\_\_  
\_\_\_\_\_

Fire No. \_\_\_\_\_, Parcel ID No. \_\_\_\_\_ Zoning District \_\_\_\_\_

**Read and Initial (required):**

When costs to the City involved in processing and reviewing an application exceeds the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees, and other professional services the City may need to retain in reviewing permits. When applying for a permit through the City of Motley, you may be charged additional fees. If you have questions regarding your permit and need to contact Hometown Planning, you may be charged up to \$100.00 per hour in additional fees. You are liable for paying the fees. If the fees are not paid prior to the approval of your permit, these additional fees may be assessed to your property taxes. Please initial and date after reading.

Applicant must initial: \_\_\_\_\_

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

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

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

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

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

Other: \_\_\_\_\_

Pursuant to the Motley City Ordinance, Section 9.5, the applicant should be prepared at the public hearing to discuss the following issues by explaining how the proposed Conditional Use will cause no significant adverse effects.

- (1) Describe the impact on the use and enjoyment of other property in the immediate vicinity. If there is no impact, explain why.

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- (2) Describe the character and the existing patterns and uses of development in the area. How is this proposal consistent with those patterns and uses?

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- (3) Describe the impact on the capacity of existing or planned community facilities (sewer, drainage, other). Describe if additional facilities will be required.

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- (4) Describe the impact on the character of the neighborhood in which the property is located.

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- (5) Describe the impact to traffic on roads and highways in the vicinity, and expected traffic generated by this application. Is there adequate parking available to accommodate the proposal?

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- (6) Discuss any environmental limitations of the site or area.

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**CITY OF MOTLEY**  
**CUP CHECKLIST**

- \_\_\_\_\_ Completed application
- \_\_\_\_\_ Fee
- \_\_\_\_\_ Sewer Compliance Inspection (if property is served by a private sewer system)
- \_\_\_\_\_ All current City charges paid
- \_\_\_\_\_ One copy of site plan (11"x17" maximum size) with the following information, at a minimum, and one electronic PDF copy (if available):
  - \_\_\_\_\_ Legal description of site
  - \_\_\_\_\_ Site plan, prepared by a licensed surveyor, showing parcel and dimensions
  - \_\_\_\_\_ Location of all structures and their square footage, including setbacks
  - \_\_\_\_\_ Existing and proposed driveway, access roads, parking, off-street loading and sidewalks
  - \_\_\_\_\_ Proposed landscaping and screening plans
  - \_\_\_\_\_ Proposed drainage plan
  - \_\_\_\_\_ Proposed and existing sanitary sewer and water supply plans with estimated usages on peak day
  - \_\_\_\_\_ Location of the subject property (a copy of the tax map can be used)
  - \_\_\_\_\_ Name of record owner/title holder of property
  - \_\_\_\_\_ Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
  - \_\_\_\_\_ Approximate location of any proposed signs

## **CITY OF MOTLEY CONTACT INFORMATION**

City of Motley: 316 Highway 10 South  
PO Box 66  
Motley, MN 56466

Phone: 218-352-6200

Fax: 218-352-6092

Email: [cityofmotley@brainerd.net](mailto:cityofmotley@brainerd.net)

Planning and Zoning Administrator: Hometown Planning  
324 Broadway Street  
Suite #101  
Alexandria, MN 56308

Phone: 320-759-1560

Toll Free: 888-439-9793

Fax: 888-439-9793

Email: [oleson@hometownplanning.com](mailto:oleson@hometownplanning.com)

The City of Motley Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Hometown Planning website at [www.hometownplanning.com](http://www.hometownplanning.com).