

**CUP/IUP PERMIT APPLICATION**  
**ALBANY TOWNSHIP**  
**STEARNS COUNTY MN**  
Please Check one  IUP  CUP

APPLICATION NO: _____
TOTAL FEE: \$300.00 Receipt # _____
DATE PD: _____ CK NO: _____

Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_

Applicant (if different from above) : \_\_\_\_\_

Applicant Phone Number : \_\_\_\_\_ Applicant Email: \_\_\_\_\_

Applicant Mailing Address: \_\_\_\_\_

Parcel I.D Number: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Section of Ordinance: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ Section of Ordinance: \_\_\_\_\_

1. Give a detailed description of request. Include current and proposed uses:

2. Will the facility be permanent or temporary?

3. What are the proposed days and hours of operation?

4. In order to fully evaluate the proposed use, please complete the site plan map that shows all applicable distances, setbacks, building, roads, barriers/walls etc.

1. Lot Size \_\_\_\_\_
2. Road Right-of-way set back \_\_\_\_\_
3. Rear lot line setback \_\_\_\_\_
4. Side lot line setbacks \_\_\_\_\_
5. Distance to neighboring residential dwelling unit(s) \_\_\_\_\_

Please attach Transportation Management Plan and Environmental Management Plan

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of this application authorizes Zoning Administrator, Planning Commission Members, Township Board members to enter upon the property to perform needed inspections and review.

## SITE PLAN

Include the following on the site plan:

- Setbacks- Side Yard, Rear Yard, Road, Ordinary High Water Level, Wetlands
- Existing Structures
- Roads & Existing or Proposed Approaches
- Existing & Proposed Fences or Screening
- Existing & Proposed Signage (on & off the building)
- Proposed Structures/Additions/Modifications
- Parking Areas & Driving Surfaces
- Existing & Proposed Lighting
- Outdoor Sales, Display, or Storage Areas

