

# CONDITIONAL USE PERMIT APPLICATION PROCEDURES

SECTION 151.036  
CITY OF HECTOR, MINNESOTA

---

**APPLICATION FEE:**        **\$200** – Includes required legal advertisement, mailing to all property owners within 350 feet, and the filing fee for county recorder. All fees are due at the time of application and are not refundable.

---

## PROCEDURES:

1. All written applications requests, containing the required information listed on the attached application form, must be submitted to the City Zoning Administrator. Include all site plans at the time of application submittal.
2. The request is submitted to the Planning Commission. A Public Hearing is set according to Section 151.037 of the Zoning Ordinance.
3. The City Zoning Administrator reviews the application and all submitted information. If the scale site plan or information is deemed insufficient, the applicant will be required to furnish the additional information necessary to properly review the application request.
4. The Zoning Administrator forwards a recommendation for action to the Planning Commission. A copy of this recommendation will be forward to the applicant at the address stated on the application. The Zoning Administrator may recommend to deny, approve, continue, or approve with additional contingencies.
5. The Planning Commission holds the public hearing. The Planning Commission meets before the council meeting at 6:00 p.m. in the Community Center, 130 Main Street South. **You are hereby requested to attend the meeting and explain your request.**
6. The Planning Commission renders its decision to the City Council. The City Council may approve, deny, or refer the recommendation back to the Planning Commission. The Council also reserves the right to approve the request and add additional contingencies.
7. Conditional Use Permits are valid for a period of six (6) months, after which the same shall be revoked in the event that any proposed construction, alteration or operation has not been started in accordance with the terms of such permit.