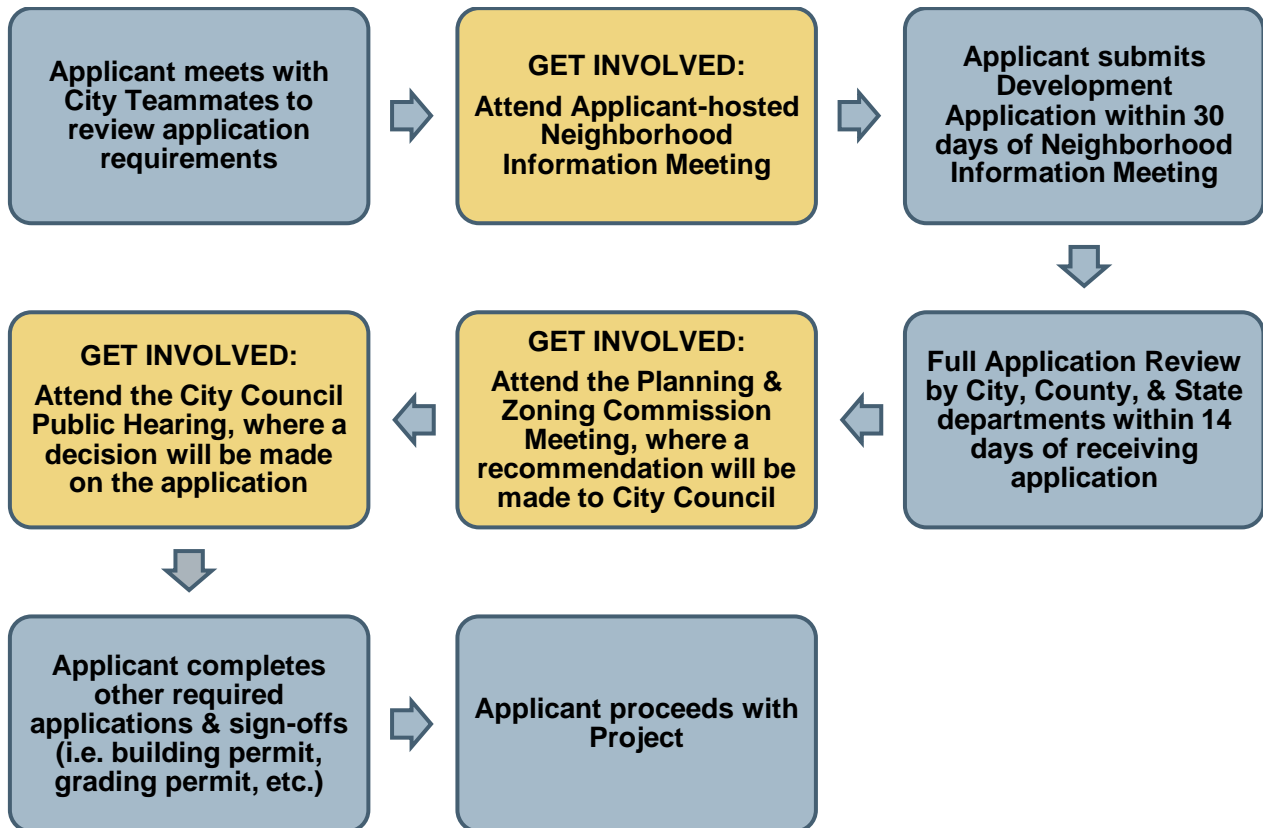


COMMUNITY GUIDE: INTERIM USE PERMITS

A developer is requesting to use a property on a temporary basis, which is requested through an Interim Use Permit. Authorized through state law, the city issues Interim Use Permits for a temporary use until a particular date, special event, or until zoning regulations no longer allow it.

The Application Process:



Process Details:

1. The developer meets with city teammates to review application requirements.
2. The developer holds a Neighborhood Information Meeting to share their proposal with interested neighbors and community members prior to submitting an application or completing any construction.
3. The developer will submit a Land Development Application to the City within 30 days after the Neighborhood Information Meeting.
4. The application is reviewed by:
 - a. Development Review Team (comprised of City, County, and State departments & agencies)
 - b. Planning & Zoning Commission, which will provide a recommendation on the application to City Council

- c. City Council, which will hold a public hearing for community feedback and will make a decision on the application (approve, deny, table)
5. Once the application has been approved, the developer can proceed with other Sign-Offs and Applications required to move their project forward. Community Development Applications typically include: a Grading Permit, and a Building Permit. In some instances, an Interim Use Permit may be the only approval required.

Who reviews the application?

The following departments & agencies review this application as a part of the Planning & Zoning Process:

- City Community Development—Building Safety Division
- City Fire Department
- City Public Works
- County Environmental Resources
- County Property Records
- County Public Works
- County Long Range Planning
- County GIS/E911
- Department of Natural Resources (DNR)
- Local Government Unit (LGU)
- Rochester Public Utilities (RPU) - Electric
- Rochester Public Utilities (RPU) - Water

Please Note: Other sign-offs and requirements must be met outside of this process as well.

What does the Development Review Team look for during their review?

The Development Review Team reviews the application to ensure:

- Compliance with all applicable laws and ordinances (outlined in the Unified Development Code)
- Conformity with the City's long-term vision (documented in the Comprehensive Plan available at <https://qr1.be/PBUT>)

How can I get involved?

- **Attend the Neighborhood Information Meeting:** At this meeting, you will have the opportunity to connect with the developer and learn about the proposed project.
- **Attend the Planning & Zoning Commission Meeting:** At this meeting, you will have the opportunity to observe the Planning & Zoning Commission, which will review the application and provide a recommendation for City Council (the approving body for the application).
- **Attend the City Council Public Hearing:** At this meeting, you will have the opportunity to raise questions and concerns with City Council, which will be the approving body for the application.

How can I learn more?

To learn more about Interim Use Permits and the overall Land Development process, watch our series of development videos available on the NIM webpage (www.rochestermn.gov/NIM) or explore the Unified Development Code (UDC). Navigate to the UDC by visiting www.rochestermn.gov/UDC, clicking on "View the Adopted UDC" and navigating to section 60.500.040E.

Still have questions? Community Development teammates are here to help. Contact our department at communitydevelopment@rochestermn.gov or 507-328-2600 during office hours.

