

**HAY CREEK TOWNSHIP  
GOODHUE COUNTY, MN**

**INTERIM USE PERMIT APPLICATION CHECKLIST**

NOTE: These are minimum requirements. Additional information may be requested. See Hay Creek Zoning ordinance 8.2(a-f) for details. Seven (7) copies of all documentation must be submitted to the Township.

This checklist serves as a detailed index to aid reviewers in locating the information posted below in the materials submitted by the applicant. Each page in the materials submitted shall be sequential numbered and labeled with the corresponding number of the specification below to aid reviewers. A completed copy of this checklist must accompany the Township's Zoning Application form and requested materials.

	Doc's pg#	Town Y/N/?
1. The Hay Creek Zoning Application form is complete.	_____	_____
a. Application fee is included (\$250 as of 3/11/13) (provide copy of check)	_____	_____
b. Escrow is included (\$5000 as of 3/11/13) (provide copy of check)	_____	_____
2. Are there any delinquent property taxes, special assessments, penalties, interest, past due public utility fees, or past zoning related fees? (Section 1.10)	_____	_____
3. The name and mailing address of all property owners, according to the county auditor's property tax records, within ½ mile of the property to which the application relates;	_____	_____
4. The name of the applicant and of all owners of the property to which the application relates; and	_____	_____
5. A description of the proposed use including, to the extent applicable, each of the following:	_____	_____
a. hours of operation,	_____	_____
b. parking,	_____	_____
c. anticipated traffic and routes,	_____	_____
d. lighting plans,	_____	_____
e. identification & explanation of any potential sources of significant noise,	_____	_____
f. identification & explanation of any potential sources of significant dust,	_____	_____
g. identification & explanation of any potential sources of significant vibration, and	_____	_____
h. other impacts reasonably anticipated to be generated by the proposed use which could affect surrounding properties.	_____	_____
6. A detailed map of the proposed site including the size and location of the operation, all measures, roads, driveways, property lines, adjacent land owners, township and county borders, waterways, watersheds, zoning and setbacks.	_____	_____
7. All information required by Goodhue County	_____	_____
a. documentation required by County for this land use, and	_____	_____
b. verification from County Land Use office as to completeness of the applicant's information.	_____	_____

***Town Use Only***

Date Received: \_\_\_\_\_ Date Found Complete: \_\_\_\_\_

Date sent to Planning Chair: \_\_\_\_\_