



City of International Falls

Conditional Use Permit Procedure

[Section 11-25](#)

Procedure

1. Submit a Conditional Use Permit application on form provided by the City
If submitting paper:
 - Application with all required materials and \$100.00 feeIf submitting online:
 - Email application with all required materials to: info@ci.international-falls.mn.us
 - \$100.00 fee by check or cash in person at City Counter
2. Application is considered complete
 - All requested materials have been submitted
 - Applicant is notified of complete application within 10 days of submittal
3. A public hearing is held by the Planning Commission after receipt of a complete application
 - Planning Commission meets the third Wednesday of every other month at 6:00 p.m.
4. Planning Commission shall forward a recommendation to the City Council for the Conditional Use Permit Application
5. City Council shall issue final approval for the Conditional Use Permit by resolution
 - City Council shall issue a decision within 60 days of receipt of a complete application
 - City Council reserves the right to impose conditions with approval of the Conditional Use Permit
6. Upon City Council approval, the applicant shall record the Conditional Use Permit with the county recorder



City of International Falls Conditional Use Permit Checklist [Section 11-25](#)

Checklist

- Complete application form
- \$100.00 fee
- Plans, drawings, or surveys of the property
- Written narrative with the following information:
 - Description of the proposed use and its impact on surrounding property
 - A statement on how the conditional use will impact the use and enjoyment of other property in the immediate vicinity and impact property values within the surrounding neighborhood
 - A statement on how the proposed conditional use will impact local or state expenditures in relation to costs of servicing or maintaining neighboring properties
 - A statement on how the establishment of the conditional use will not impede the normal and orderly development and improvement of surrounding property for uses predominant in the area
 - A statement on how the location and character of the proposed conditional use are considered to be consistent with a desirable pattern of development for the locality in general