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Planning Department

Interim Use Permit Checklist

- Letter of Intent**, including the following:
 - The purpose of the request.
 - The length of time requested for the Interim use.
- Site Plan**, detailing the following (where applicable):
 - A scaled plan, with north arrow indicated, of the proposed site showing all site dimensions.
 - All types of proposed uses.
 - Location of all existing and proposed buildings and structures on the proposed site.
- Completed Application Form**, signed by the property owner(s).
- Application Fee and Review Fee** (as listed on application cover sheet).

Interim Use Permit Criteria

An Interim Use Permit is the preferred method for authorizing the specified use, as defined by the zoning use matrix.

- The date or event that will terminate the use can be identified with certainty.
- The interim use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
- The interim use will be subjected to, by agreement with the owner, any conditions that the Planning Commission has deemed appropriate for permission of the use, including a condition that the owner will provide an appropriate financial surety to cover the cost of removing the interim use and any interim structures upon the expiration of the Interim Use Permit.