



Conditional Use Permit (CUP)

APPLICATION St. Louis County, Minnesota

Permit #

Permit #

About: This application is used to apply for a Land Use Permit. Applicants will need to attach the appropriate worksheet(s) in order to process. For more information, see our website at: www.stlouiscountymn.gov/land-use

PROPERTY IDENTIFICATION NUMBER (PIN) PIN is found on your Property Tax Statement

*Primary PIN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Associated PIN
Associated PIN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Associated PIN

E.g. 123-1234-12345. Primary PIN: Parcel where Structure/SSTS are located. Associated PIN: Additional and/or adjacent property that you own or that is related to the project. County Land Explorer: <https://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

APPLICANT

*Applicant Name				I am a... <input type="checkbox"/> Contractor <input type="checkbox"/> Homeowner <input type="checkbox"/> Other				*Daytime #				Date	
*Applicant Address								*City		*State		*ZIP	
Applicant Email													
Contact Person <i>If applicable.</i>								Contact Person #					
Mailing Address <i>If different than above.</i>								City		State		ZIP	
Email Address <i>Where to email permit. Providing an email address will expedite the time in which a permit is received by an applicant.</i>													

SITE INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is there a site address for this property? (If no, the application will be forwarded to 911/Communications to assign one.)
If yes above, please list site address:		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this leased property? If yes, leased from: <input type="checkbox"/> MN Power <input type="checkbox"/> MN DNR <input type="checkbox"/> US Forest Service <input type="checkbox"/> St Louis County <input type="checkbox"/> Other
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Do you have written authorization from the leased property owner? If yes, you must attach written authorization form.
*How is the property accessed? <input type="checkbox"/> Public Road <input type="checkbox"/> Private Road <input type="checkbox"/> Easement <input type="checkbox"/> Water <input type="checkbox"/> Other		

PROJECT INFORMATION

<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project on a parcel less than 2.5 acres?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project within 300 feet of a stream/river or 1,000 feet of a lake?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is this project adding a bedroom? Include home, garage, & accessory dwelling.
#		*Total # of bedrooms on property after project completion. Include home, garage, & accessory dwelling.
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Does this project include plumbing or pressurized water in proposed structure? If yes, please explain:
<input type="checkbox"/> Yes	<input type="checkbox"/> No	*Is the property connected to a municipal or sanitary district system?

If you answered "Yes" to any of the project information questions above, it is required that you submit a copy of a septic permit to construct or certificate of compliance approval or municipal/sanitary district approval when applying for a land use permit.

AGREEMENT

By submitting this application, I certify and agree that I am the owner or the authorized agent of the owner of the above property, and that all uses will conform to the provisions of St. Louis County. I further certify and agree that I will comply with all conditions imposed in connection with the approval of the application. Applicants may be required to submit additional property descriptions, property surveys, site plans, building plans and other information before the application is accepted or approved. **Intentional or unintentional falsification of this application or any attachments thereto will make the application, any approval of the application and any resulting permit invalid.** I authorize St. Louis County staff to inspect the property to review the application and for compliance inspections. Furthermore, by submitting this application, I release St. Louis County and its employees from any and all liability and claims for damages to person or property in any manner or form that may arise from the approval of the application or any related plans, the issuance of any resulting permit or the subsequent location, construction, alteration, repair, extension, operation or maintenance of the subject matter of the application.

***Indicates required field. Incomplete applications will be returned.**



Conditional Use Permit (CUP)

WORKSHEET St. Louis County, Minnesota

About: Land Use Permits are required for most building construction activities. They are also required for a variety of other uses. For more information, check out our website at: www.stlouiscountymn.gov/land-use

WHAT ARE YOU APPLYING FOR *Check all that apply to the project.* **PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

**#1 New Buildings Less than/equal to 1,200 square feet-\$165
Greater than 1,200 square feet-\$325**

- Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. (Includes attached deck, if applicable.)
- Replacement of Existing Dwelling-Home, Mobile Home, Hunting Shack, or Cabin.
Will the old dwelling be removed from the property? Yes No

If yes, an affidavit must be filled out stating when the old dwelling will be removed.

If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.

- Accessory Dwelling-Guest cottage or bunkhouse. Must follow administrative standards.
- Accessory Structure- Garage, Pole Building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area.
- Water-oriented Accessory Structure- Boathouse, Sauna, Screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.
- Commercial Structure
- Other Principal Structure

#2 Other Construction/Change in Use-\$85

- Addition(s) to Dwelling
Is the dwelling location on a lake or river? Yes No
If Yes above, does the structure meet the required shoreline setback? Yes No If No, structure does not meet the shoreline setback, a performance standard permit or variance may be required. See box #4 or #7.

- Addition(s) to Accessory Structure
- New Deck Only or Deck Replacement
- Combination Addition(s) & Deck on the same structure
- Moving a Structure
- Sign
- Structure Alteration or Component Replacement
- Change in Use (i.e. converting an old cabin to storage)
What will the new use of the structure be?
Explain the current and proposed use.
Current: _____ Proposed: _____

Other-\$60

- Permit extension beyond 2 years

**#3 Subdivisions/Parcel Reviews
Additional Worksheets Required**

- Plat-Minor Subdivision-\$650
- Conventional or Conservation Plat-Less than or equal to 3 lots-\$650
- Conventional or Conservation Plat-Greater than 3 Lots-\$1,300
- Lot Line Adjustment-\$85
- Parcel Review-\$85
- Performance Standard Subdivision-\$385

**#4 Performance Standard-\$385
Additional Worksheets Required**

- Borrow/Gravel Pit
- Home Business
- Land Alteration
- Nonconforming Structure Replacement
- Addition to a structure that does not meet shoreline setback
- Other

**#5 Site Evaluation
Site Visit/Evaluation-\$165**

**#6 Wetland Reviews
Additional Worksheets Required**

- No Loss/Exemption/Replacement Plan-\$165
- Wetland Delineation Review-\$385
- Wetland Banking Plan Review-\$1,140

**#7 Public Hearings
Additional Worksheets Required**

- Administrative Appeal-\$1,275
- Environmental Assessment-\$1,140
- Conditional Use Permit-\$650
- Conditional Use Permit Rehearing-\$210
- Interim Use Permit-\$650
- Interim Use Permit Rehearing-\$210
- General Purpose Borrow Pit-\$650
- Variance-\$650
- Variance Rehearing-\$210
- Multiple Hearing (Variance/conditional use)- \$980
- Rezoning-\$650

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

<input type="checkbox"/> New Structure(s)	*Structure Type (Same as box #1 or 2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
<input type="checkbox"/> Structure Additions	*Structure Type (Same as box #2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
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***Indicates required field. Incomplete applications will be returned.**

CONTACT: Planning and Community Development Department

Technical Assistance
Toll Free: 1-800-450-9777
Land Use Information
www.stlouiscountymn.gov/land-use

Duluth
Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia
Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only
Receipt # _____
Receipt Date _____
Payment Amount _____
Paid By _____

Site Sketch Form

The sketch is to graphically illustrate your proposed project(s)

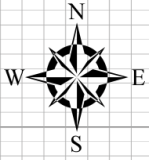
Draw and Label on Sketch (in feet)

- *All Structures on the Property and Dimensions
- *All Driveways, Access Roads, and Wetlands
- *All Proposed Structures and Dimensions

- *Distance of Proposed Structures to Shoreline (Closest Point)
- *Distance of Proposed Structures to Septic System and Tank
- *Distance of Proposed Structures to Property Lines
- *Distance of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF it has the required information indicated above.**

*Applicant Name:
*Site Address:
*PIN:



*****Sanitary Authority Use Only*****

Sanitary Review: (To be determined by appropriate sanitary authority.)

Will the proposal, as shown above, negatively impact the SSTS/sanitary line or replacement area? Yes No

Sign off:

Signature _____ Title _____



Conditional Use Permit (CUP)

WORKSHEET St. Louis County, Minnesota

About: Conditional use permits are typically required on property where the owner does not reside and/or has employees and customer traffic. A CUP needs additional controls or restrictions to assure that it is in harmony with the neighborhood. They are also required for a variety of other uses.

County Land Explorer: <https://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

WHAT ARE YOU APPLYING FOR? *Check all that apply to the project.*

- New business
- Expansion of existing business
- Replace existing business
- Extractive Use-General Purpose Borrow (Gravel) Pit*
**Additional worksheet required. It is not necessary to continue filling out the CUP worksheet form. Please see Extractive Use- General Purpose Borrow (Gravel) Pit Worksheet (attached).*

Other
If Other, please explain:

ABOUT THE BUSINESS

TYPE OF BUSINESS

How is the property currently being used?

What type of business/use is being applied for? (List all uses that will take place)

HOURS OF OPERATION

(Proposed)

Monday through Friday

Saturday

Sunday

Comments

Start:
End:

Start:
End:

Start:
End:

TRAFFIC, PARKING, AND/OR DOCKAGE

Yes No Will the proposal generate an increase in traffic? (Boat, snowmobile, truck, bus, car, etc.)

If Yes, estimated increase: 10 vehicles or less 11-25 vehicles Greater than 25 vehicles

Yes No Does the proposal require parking? (Please include employees, visitors, and other parking)

If Yes, how many parking spaces are available on the property?

APPROVAL FROM LOCAL ROAD AUTHORITY REQUIRED

- Yes (Please attach approval letter)
- No

SIGNAGE AND LIGHTING

Yes No Does your proposal include signage? (Include any off-site signs)

If Yes, please list number of signs, size, location, and illumination of each sign:

Yes No Will there be lighting (including security lighting) that may be visible from roads, waterways, and adjacent properties?

If Yes, please explain:

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

No New Structures

<input type="checkbox"/> New Structure(s)	Structure Type	Foundation Type (Basement, Slab, Pier, etc)	Maximum Length (Exterior Footprint Only)	Maximum Width (Exterior Footprint Only)	Maximum Sq. ft (Exterior footprint only)	Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
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			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet

Other

<input type="checkbox"/> Structure Additions	Structure Type	Foundation Type (Basement, Slab, Pier, etc)	Maximum Length (Exterior Footprint Only)	Maximum Width (Exterior Footprint Only)	Maximum Sq. ft (Exterior footprint only)	Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
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			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet

Other

OUTDOOR BUSINESS ACTIVITY *Check all that apply to the project.*

Will there be any outdoor work or storage areas such as: rock piles, assembly sites, tank storage, equipment parking, etc?

Yes No

If Yes, please explain:

WASTEWATER TREATMENT

Will wastewater will be generated?

Yes No

If Yes, what type of system will be used to handle wastewater treatment?

Private Septic System

Municipal

Other, please explain:

SOLID WASTE Check all types of waste generated and describe how you will collect and store waste generated from the business below:

- | | | | |
|--|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Household Garbage | <input type="checkbox"/> Animal Waste | <input type="checkbox"/> Hazardous | <input type="checkbox"/> Radioactive |
| <input type="checkbox"/> Oil and Grease | <input type="checkbox"/> Chemicals | <input type="checkbox"/> Demolition Waste | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other Automotive Fluids | <input type="checkbox"/> Medical | <input type="checkbox"/> Wood and Sawdust | |

If Other, please explain:

Please describe collection and disposal:

*Additional information may be required based on the scope of the project.

STORMWATER MANAGEMENT

Yes No Will there be more than one (1) acre of altered surface?

Yes No If Yes, do you have an MPCA NPDES permit? (Please attach permit)

CONTACT: Planning and Community Development Department

Technical Assistance

Toll Free: 1-800-450-9777
Land Use Information
www.stlouiscountymn.gov/landuse

Duluth

Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia

Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only

Receipt # _____
Receipt Date _____
Payment Amount _____
Paid By _____