

# CONDITIONAL USE PERMIT APPLICATION

**What is a Conditional Use?** A conditional use is a land use or development that would not be appropriate generally but may be allowed with appropriate controls upon a finding that certain conditions as detailed in the County Zoning Ordinance exist.

**When is a Conditional Use Necessary?** A conditional use is necessary when a landowner wishes to use his/her property in a way that may affect the public through increased use, appearance, hours of operation, lighting, environmental hazards, etc. Some examples of conditional uses are: non-residential storage buildings, home occupations, duplexes, etc.

**Who decides if I will get a Conditional Use Permit?** The decision is made by the Becker County Board of Commissioners, based on the recommendations of the Planning Commission. No conditional use shall be recommended by the Planning Commission or granted by the Board of County Commissioners unless the Commission or Board find:

- The conditional use will not harm the use and enjoyment of other property or diminish or impair values of immediate vicinity;
- The conditional use will not impede the normal, orderly development and improvement of surrounding vacant land;
- That adequate utilities, roadways, off-street parking and loading are provided;
- That adequate measures have been taken to prevent or control offensive odor, fumes, dust, noise, and vibrations, so none of these will constitute a nuisance;
- That soil erosion will be prevented;
- That visibility of structures and facilities as viewed from public waters will be limited.

**When will my Conditional Use Permit be decided?** The Planning Commission meets once a month to hear applications, with their recommendation forwarded to the County Board of Commissioners the following week for final action. Applications must be received by the Zoning Office one-month prior to the scheduled hearing date to be processed. A list of hearing dates and application cut off dates are enclosed.

## **What information is needed for a Conditional Use Permit?**

A completed conditional use permit application consists of the following information:

- ✓ A completed application form with signatures of all owners and a brief description of the project, to include hours of operation, parking, business plan, erosion control measures, traffic control;  
Example: Craft shop to be located in our garage, which is 24 ft by 24 ft. Shop will be open Friday through Sunday, 9:00 a.m. to 6:00 p.m. Employees will be family members only. Parking will be located on the one-acre open area North of the garage, which is 200 feet from the Township Road.
- ✓ A detailed site plan, drawn to scale on grid or graph paper, with existing structures, proposed projects, location of wells and septic systems, with all dimensions and distances shown; dimensions and distances for any impervious surface (example attached):
- ✓ Description of site location, such as a surveyed description of the site or general description such as 1000 ft. east & west in the southwest corner or a 500 foot strip parallel to the road.
- ✓ A copy of a Certificate of Compliance for the septic system or a site evaluation for the upgrading of the present system.
- ✓ Complete legal description of the property with parcel number and 911 address (legal description can be found on the abstract or obtained from the County Recorder's Office; parcel number can be found on the tax statement);
- ✓ Proof of ownership (tax statement or purchase agreement);
- ✓ Minimum application fee of \$276.00 for a Conditional Use in a Residential or Agricultural Zone; \$376.00 for a Conditional Use in a Commercial or Industrial Zone.

## 2011 Becker County Conditional Use Hearing Information

The Planning Commission meets on the 3<sup>rd</sup> Tuesday of each month to consider conditional use applications. Applications are due one (1) month prior to the scheduled hearing date. Informational tours dates are held the Thursday before the scheduled hearing date. All meetings are held on the **3<sup>rd</sup> Floor Jury Assembly Room** **New Addition** at the Becker County Courthouse at 7:00 pm. Meeting dates, tour dates and filing dates are tentative, subject to changes without prior notification and are dependent upon weather conditions, which do not restrict an adequate site visit of the property by the appropriate Board. Hearing dates, filing deadlines, tour dates, and fees are listed below:

<u>FILING DEADLINE</u>	<u>TOUR DATE</u>	<u>HEARING DATE (7 PM)</u>
Dec. 20, 2010	Jan. 13, 2011	Jan. 18, 2011
Jan. 18, 2011*	Feb. 10, 2011	Feb. 15, 2011
Feb. 14, 2011	Mar. 10, 2011	Mar. 15, 2011
Mar. 21, 2011	April 14, 2011	April 19, 2011
April 18, 2011	May 12, 2011	May 17, 2011
May 23, 2011	June 16, 2011	June 21, 2011
June 20, 2011	July 14, 2011	July 19, 2011
July 18, 2011	Aug. 11, 2011	Aug. 16, 2011
Aug. 22, 2011	Sept. 15, 2011	Sept. 20, 2011
Sept. 19, 2011	Oct. 13, 2011	Oct. 18, 2011
Oct. 17, 2011	Nov. 10, 2011	Nov. 15, 2011
Nov. 21, 2011	Dec. 15, 2011	Dec. 20, 2011
Dec. 19, 2011	Jan. 12, 2012	Jan. 17, 2012

*\* Date of event due to holiday*

### Conditional Use Fees:

Initial Conditional Use Application:	\$150.00 (Agricultural or Residential) \$250.00 (Commercial or Industrial)
Change of Zone fee:	\$150.00 (Agricultural or Residential) \$250.00 (Commercial or Industrial)
Charge per notification letter	\$ 2.00 (\$80 minimum fee)
Recording Fee	\$ 46.00

All landowners within ¼ to ½ miles of the property must be notified of the hearing. When necessary the DNR, County Highway, State Highway, Watershed Districts, Wetland Offices, State Health Dept, MPCA, Army Corps of Engineers, and city / town officials within two (2) miles of the site will be notified when necessary.



~ **CONDITIONAL USE APPLICATION** ~  
**BECKER COUNTY PLANNING & ZONING**  
915 LAKE AVENUE, DETROIT LAKES, MN 56501  
PHONE (218) 846-7314 - FAX (218) 846-7266

PARCEL	
APP	CUP
YEAR	2011
SCANNED	

**PROPERTY OWNER INFORMATION (as it appears on tax statement, purchase agreement or deed)**

First name(s): \_\_\_\_\_ Last name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Project Address: \_\_\_\_\_

Parcel number(s) of property: \_\_\_\_\_ Sect - Twp - Range: \_\_\_\_\_

Township Name: \_\_\_\_\_ Legal Description: \_\_\_\_\_

**REASON FOR CONDITIONAL USE REQUEST:** \_\_\_\_\_

The information provided for this document is truthful and accurate to the best of my knowledge. I understand that this statement is null and void if any of the above information is not supplied or is inaccurate.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

**OTHER INFORMATION NEEDED TO COMPLETE THE APPLICATION:**

1. A copy of the deed from the Recorder's Office;
2. Completed Site Application with sketch showing all setbacks, platted or surveyed dimensions of the lot and all existing and proposed buildings; parking area and all other materials deemed necessary.
3. Non-refundable filing fee of \$276.00. If in Cormorant Township add \$25.00 surcharge to the filing fee (\$301.00). **Make check payable to Becker County Zoning.**
4. **Is the conditional use permit request after the fact?** [ ] Yes [ ] No

*If yes, after the fact application fee is an additional \$450.00.*

\*\*\*\*\*  
Office Use Only

This application is hereby (accepted) or (rejected) as presented.

\_\_\_\_\_  
SIGNATURE – ZONING ADMINISTRATOR

\_\_\_\_\_  
DATE





# COUNTY OF BECKER

## Planning and Zoning

915 Lake Ave, Detroit Lakes, MN 56501  
Phone: 218-846-7314 ~ Fax: 218-846-7266

### Authorized Agent Form

1. Form must be legible and completed in ink.
2. Check appropriate box(es). Write any specific restrictions on the checked item in the space provided (e.g. "garage site permit" or "valid only on permit applications submitted between 06/01/20XX and 08/01/20XX"). If you want your agent to represent you on a conditional use or variance application and also be authorized to obtain the related permit(s), be sure to check and complete the "permit application" item as well. If an item's box is checked and the accompanying space is left blank, the authorization granted on that item is valid for a period of one year from the date of signature on this form until Becker County Planning and Zoning receives signed, written notification from the property owner(s) stating otherwise or the property's ownership changes.

I (we), \_\_\_\_\_ hereby authorize \_\_\_\_\_ to act  
 (landowner-print name) (agent-print name)  
 as my (our) agent on the following item(s): appropriate box(es)

- permit application (write in permit "type" – e.g. site, septic, etc.): \_\_\_\_\_
- plat application: \_\_\_\_\_
- conditional use application: \_\_\_\_\_
- variance application: \_\_\_\_\_
- other: \_\_\_\_\_

on my (our) property located at:  
 Tax Parcel Number(s): \_\_\_\_\_ Physical Site Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Plat Name: \_\_\_\_\_

#### Agent Contact Information

Agent address: \_\_\_\_\_  
 Street City State Zip Code  
 Agent phone #(s): \_\_\_\_\_ Agent fax #: \_\_\_\_\_  
 Agent email address: \_\_\_\_\_

\_\_\_\_\_  
 Property Owner(s) Signature(s) Date

State of Minnesota  
 County of Becker

On this \_\_\_\_\_ day of \_\_\_\_\_ before me personally appeared \_\_\_\_\_ to me  
 known to be the person(s) described in and who executed the foregoing instrument; and acknowledged that  
 \_\_\_\_\_ executed the same as \_\_\_\_\_ free act and deed.

(Notary Stamp)

\_\_\_\_\_  
 Notary Public

**Office Use Only:**  
**Date received:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_