

CONDITIONAL USE APPLICATION

Our Zoning Ordinance is the mechanism through which we encourage the most appropriate uses of our lands, protect the rural character of our community and its natural resources and help to ensure a sustainable community for future generations.

Instructions:

1. Review the Zoning Ordinance to determine the zoning requirements for your parcel. The entire ordinance can be accessed on our Township web site at www.duluthtownship.org. A printed copy may be obtained via the web site, or you may purchase a copy at the Town Hall, 6092 Homestead Road, Duluth, MN 55804.
2. Complete the application. You need to supply all required information. Incomplete, inaccurate, or invalid applications will be returned to you.
3. A check must accompany your application in order for us to start processing it. The fee schedule is posted on the Web site and is attached to this application.
4. An application must be signed by the property owner(s) and dated.
5. In the event that a person other than the owner wishes to apply for a variance on a particular parcel, the owner(s) must consent to the application and sign as a co-applicant.
6. A conditional use application requires the completion of a Community Participation Report. When the applicant submits an application the Planning Commission will determine the area of impact and the land owners who must be contacted regarding the proposed conditional use. The purpose of a Community Participation Report is:
 - To ensure that applicants pursue early and effective community participation in conjunction with their applications, giving them the opportunity to understand and try to mitigate any real or perceived impacts their application may have on the community;
 - Ensure that the community has an adequate opportunity to learn about applications that may affect them and to work with applicants to resolve concerns at an early stage of the process
 - Facilitate ongoing communications between the applicant, the community, the Planning Commission and elected officials.An application will not be complete until the Community Participation Report is received.
7. If the conditional use is granted there will be a \$46 recording fee.

We are happy to help you and answer any questions you may have.

Please contact us at 218.525.5705

OWNER (S) SIGNATURE:

_____ Date: _____

CO-APPLICANT (IF APPLICABLE)

_____ Date: _____

SECTION 1: APPLICANT INFORMATION

Owner's Name	Mailing Address	Owner	
		Yes	No
Phone - Home	Phone - Work	Phone - Cell	
E-mail Address:			
Name, if not owner (Relationship)	Address	Phone	

SECTION 2: PROPERTY INFORMATION

Address of Property	Zone District	Parcel Code*	Ownership		
			Public	Private	Rental

* Parcel code can be found on your tax statement. If none has yet been assigned, obtain the universal number for a newly platted parcel from St. Louis County.

SECTION 3: LEGAL DESCRIPTION OF PROPERTY

Township	Range	Section	Subdivision	Block	Lot

The legal description can be obtained from your deed or tax statement.

Section 4: Existing Land Use

Residential	Commercial	Industrial	Agricultural	Home Business	Home Occupation	Other (Describe)

(Check one that applies)

SECTION 5: SITE INFORMATION
PRINCIPAL STRUCTURE

	Road Centerline To Front of Building (Ft.)	Furthest side yard (Ft.)	Nearest side yard (Ft.)	Rear yard line From back building line to back of structure (Ft.)	Building to Stream or Lake (Ft.)	Lot Size (Ac)	Impervious Surface Lot Coverage (%)
Required by Zone District							
Existing							

SECTION 5: SITE INFORMATION
ACCESSORY STRUCTURE (S)

	Road Centerline To Front of Building (Ft.)	Furthest side yard (Ft.)	Nearest side yard (Ft.)	Rear yard line From back building line to back of structure (Ft.)	Building to Stream or Lake (Ft.)	Lot Size (Ac)	Impervious Surface Lot Coverage (%)
Required by Zone District							
Existing							

SECTION 6: ABOUT THE CONDITIONAL USE

A: Provide a general description of the proposed use. You may attach a separate page if necessary.

B: Check the Category that applies to the conditional Use

☐	The site is vacant.
☐	You are utilizing your home.
☐	Expansion of Existing Use: Adding service operations or buildings on site of existing use.
☐	Replace Existing Use: There is an existing use on the site but you are replacing it with a new use.

C: Hours of Operation For Use

	Monday- Friday	Saturday	Sunday	Comments
Start	AM PM	AM PM	AM PM	
End	AM PM	AM PM	AM PM	

D: Employees, customers, deliveries, and others that will visit your site per day.

	Number
Employees	
Users	
Others (Deliveries, etc)	

E: Will your proposal generate an increase of traffic?
(Boat, snowmobile, truck, bus, car, etc.)

	Please Check	Please explain
Yes		
No		

F: Total numbers of vehicles coming to the site?
(Include employees, use operations (deliveries, etc.), and users)

	Number
Average per Day	
Maximum Per Day	

G: Does your proposal require parking?
Parking should include parking for employees and users.
Also identify on sketch drawing.

	Please Check	If Yes, indicate amount and type of parking required for employees and customers.
Yes		
No		

H: Does your proposal include any signage?*Also identify on sketch drawing*

	Please Check	If Yes, please list number of signs, size, location, and illumination of each sign:
Yes		
No		

I: Will the outdoor and/or indoor activity (at this site) generate dust, smoke, smells, pollution, etc.?

	Please Check	If Yes, please explain and detail its impact on adjacent property owners. Use additional pages if necessary
Yes		
No		

J: Noise*Will noise from your business operation be heard from adjacent properties or on a lake?*

	Please Check	If Yes, please explain and detail (including the hours) its impact on adjacent property owners. Use additional pages if necessary
Yes		
No		

K: Proposed Structures

Identify whether the proposed structure(s) are new principal structures, additions, or accessory structures that are new or additions.

Also identify structures on sketch drawing.

	Width	Length	Size (SF)	Height
New Principal				
Addition to Principal Structure				
New Accessory Structure				
Addition To Accessory Structure				

L: Outdoor Areas (Work, Storage)

Are you going to have any outdoor work or storage areas such as: rock piles, assembly sites, tank storage, equipment parking, etc?

Also identify areas on sketch drawing.

Outdoor Work Areas	No	Yes	Explain
Assembly			
Maintenance			
Repair			
Outdoor Storage Areas	No	Yes	Explain
Tanks, Gas			
Material			
Equipment			
Waste			
Parking of vehicles or equipment to be repaired			
Sales Areas			
Sales Display Areas			
Other			

SECTION 7: ENVIRONMENTAL

A: Wetlands:

Does the property have any low areas or areas with standing water?

Identify areas on sketch drawing

	Please Check	Explain
Yes		
No		

B: Wetlands:

Do you intend to drain, fill, or otherwise alter this area for any reason?

Identify areas on sketch drawing

	Please Check	Explain
Yes		
No		

C: Wastewater:

Do you intend to drain, fill, or otherwise alter this area for any reason?

Identify areas on sketch drawing

Type	Please Check	Permit Number
No Wastewater will be produced		
Portable Toilets		
Municipal System		
Septic System		
Holding Tank		
Privy		

D: Water Supply

Type	Please Check	Number
Well		
Lake		
Municipal System		
No Water Supply		

E: Waste Disposal**Describe how you will collect and store waste generated from the proposed use.**

Type	Please Check	Explain how you will handle disposal
Household Garbage		
Oil and Grease		
Other Automotive Fluids		
Animal Waste		
Chemicals		
Medical		
Hazardous		
Demolition Waste		
Wood Sawdust		
Radioactive		
Other		

SECTION 8. MEETING CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT

1. Is the proposed use consistent with the Comprehensive Plan and within the spirit and intent of the Zoning Ordinance? Explain.

2. Is the use compatible with the existing neighborhood? Explain.

3. Will the proposed use impede the normal and orderly development and improvement in the surrounding area of uses permitted by right in the zone district? Explain

4. Is the location and character of the proposed use considered to be consistent with a desirable pattern of development for the area? Explain.

5. Does the proposed use comply with the wetlands requirements in Article III, Section 6 of this Ordinance? How?

6. Does the total amount of impervious surfaces exceed that allowed in the zoning district where the conditional/interim use would occur?

7. Are the topography, vegetation and soil conditions adequate to accommodate the proposed use? Explain.

8. Will the proposed use not impact public waters during or after construction or impact wetlands without appropriate mitigation measures? (Will there need to be construction and post construction stormwater plans) Explain.

9. Are there adequate utilities (water supply, wastewater treatment), access, drainage, stormwater retention, and supporting facilities provided or are being provided backed by appropriate financial assurance? Explain.

10. Will the proposed use create potential health and safety, environmental, lighting, noise, signing, or visual problems? Explain.

11. Is the location of the site appropriate with respect to existing or future access roads? Explain.

12. Would the demand for public services, such as police and fire protection, solid waste disposal, schools, road maintenance, sewer and water facilities affected by the proposed use and the adequacy of existing services to meet the increased demand be met? Explain.

SECTION 9: DETAILED SKETCH

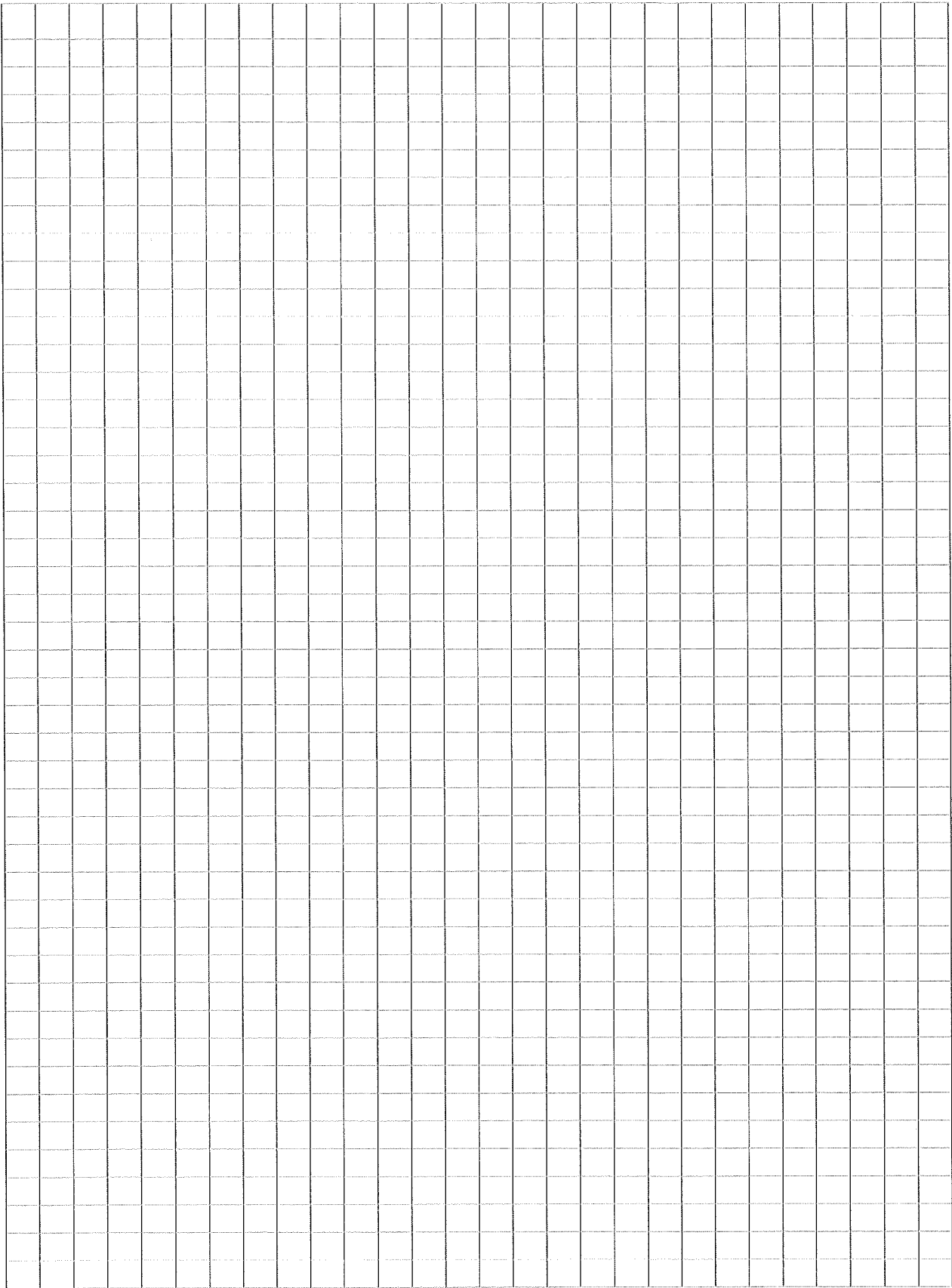
Please attach a detailed sketch with measurements showing dimensions of lot, structures, driveways, septic mounds, other disturbed surfaces, wetlands, streams, and lakes must be shown.

In addition, display all setback requirements for the existing structures and the proposed construction (if any).

Also display all outdoor areas associated with the proposal.

Use the attached sketch sheet or provide one of your own.

SKETCH



FOR OFFICE USE

<i>Rec'd.By</i>	<i>Date</i>	<i>Fee Amount Paid</i>	<i>Check Number</i>	<i>Information Not Complete Letter Sent to Applicant Date</i>	<i>Planning Commission Set Impact Area Date</i>	<i>Community Participation Report Received</i>	<i>Decision Made</i>	<i>Applicant Notified of Decision</i>	<i>CUP Recorded</i>

Notes: