

# Conditional Use Application

updated 11/15/2011

## Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

[www.co.hubbard.mn.us/environmental.htm](http://www.co.hubbard.mn.us/environmental.htm)

## Application Fees (non-refundable):

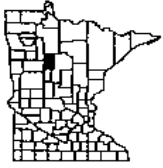
Conditional use permit application....\$290.00

Conditional use operating permit.....\$ 75.00

Make checks payable to "Hubbard County Auditor/Treasurer". We cannot accept credit cards.

## Instructions

1. **All items on all pages must be completed in ink and submitted in an application before it will be processed.** Incomplete applications will be denied and returned.
2. If applicant is someone other than the landowner, an Authorized Agent form must be included that shows the owner has given the applicant permission to submit the application.
3. A site plan sketch or survey of your property must be submitted and show all of the information listed in the site plan sketch instructions. A side profile sketch must be submitted for a proposed new structure or an addition/alteration to an existing structure. Grading/filling projects require a cross-section sketch.
4. Include at least two ground-level color photographs (4" x 6" minimum size) of every structure/area involved in the application. Any proposed project or new construction area must be clearly staked, flagged, or marked in the photos. Label the front of each photo with a description of what is shown.
5. Include the \$290.00 non-refundable application fee. Make checks payable to "Hubbard County Auditor/Treasurer." We cannot accept credit cards.
6. Accurate tax parcel ID #s must be given for the property on which the conditional use is sought. (Parcel IDs are shown on your tax statement. They are also accessible on the online County tax parcel map found on the County website: [www.co.hubbard.mn.us](http://www.co.hubbard.mn.us).)
7. Provide a copy of your deed(s) for the property on which the conditional use is requested.
8. Provide written directions from Park Rapids to the property (include the E911 address) on a **separate** piece of letter-size (8 ½"x11") paper. If the property does not have an E911 address, provide an adjacent property's E911 address and the direction your property is from the adjacent property.
9. Locate and mark your property lines (if applicable to your conditional use request) and stake out or flag the proposed project area(s) so they are clearly visible on the Planning Commission lot viewal date. **The project area(s) must be accessible (e.g. snow must be plowed, road access to project area.)**
10. A current certificate of compliance (COC) for the property's septic system(s) **and/or** a SSTS design is required. The exact septic information required for your application will be determined during the pre-application meeting. A COC is needed for any application where there are one or more existing septic systems on the property (including privies). If your application proposes a new sewer structure or an addition to a sewer structure, then either: 1. a COC must be submitted that shows the SSTS is correctly sized for the new building or addition; or 2. a new SSTS design must be submitted showing room on your lot to enlarge an existing compliant SSTS or install a new septic system that will meet sizing requirements for the proposed construction (whichever of the two situations is applicable to your proposal.) A new SSTS design is also required to be submitted in your conditional use application if the COC shows a septic system is noncompliant.
11. Schedule and conduct pre-application meeting.
12. Submit application to: **Hubbard Co. Env. Services, 301 Court Ave., Park Rapids, MN 56470.**
13. The applicant is responsible for securing any other local, state, or federal permits that may be required.



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## Conditional Use Application Procedure

1. In order for Hubbard County to comply with Minnesota Statute 15.99 (processing time deadlines for agency action), a pre-application meeting must be held between the applicant and Environmental Services staff to determine which of the following additional information items must be provided:

\_\_\_ A topographic survey showing (2 foot / 10 foot) contour intervals.

\_\_\_ Location and size of all wetlands.

\_\_\_ Subsurface sewage treatment system (site evaluation / design.)

\_\_\_ An approved MPCA Stormwater Permit if project disturbs over 1 acre.

\_\_\_ A grading and erosion control plan with itemized 3-D dimensions (in ft.) and volumes (in cu. yds.) for all proposed topographic alterations.

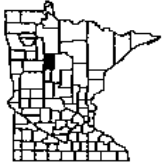
\_\_\_ Other: \_\_\_\_\_.

The pre-application meeting was held on \_\_\_\_\_, 20\_\_\_. It was agreed by the applicant(s) and Environmental Services staff that the items checked above are required for this conditional use application to be complete.

Signature of applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Env. Services staff: \_\_\_\_\_ Date: \_\_\_\_\_

2. Submit your complete application to the Environmental Services Department along with the application fee.
3. If the Environmental Services Department determines that the application is complete, it will be placed on the next available Planning Commission meeting agenda.
4. The Planning Commission Lot Viewal Committee and Environmental Services Officer will visit the property on which the proposed use is to be located. It is highly recommended that you be present at the site visit to explain your proposed use to the Lot Viewal Committee. You will be notified of the site visit date and time.
5. The Planning Commission will consider your application during a regularly scheduled meeting. It is highly recommended that you be present at the meeting to explain your application and answer any questions the Planning Commission has concerning your application. You will receive notice of the meeting date, time, and location. The Planning Commission may recommend approval, approval with conditions, or denial of your application. The Planning Commission may also table your application.
6. Once the Planning Commission acts on your application, it is then placed on the next available County Board meeting agenda. You will receive notice of the meeting date, time, and location. The County Board has final authority to approve, approve with conditions, table, or deny your application.
7. If the County Board approves your application, you must then obtain a \$75.00 conditional use operating permit before you can legally start your approved conditional use. The County Board may place conditions on your application's approval that must be satisfied before your operating permit can be issued.
8. Once your operating permit is issued, you may start and operate your conditional use as approved.
9. Your conditional use permit can only be modified by applying for and receiving approval of an amendment.



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**This form must be legibly completed in INK.**

Applicant name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner name(s) (if different from applicant): \_\_\_\_\_

Mailing address: \_\_\_\_\_

E911 Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. phone: \_\_\_\_\_ Email: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_ . \_\_\_\_ . \_\_\_\_ . \_\_\_\_ ; \_\_\_\_ . \_\_\_\_ . \_\_\_\_ . \_\_\_\_ ; \_\_\_\_ . \_\_\_\_ . \_\_\_\_ . \_\_\_\_ ; \_\_\_\_ . \_\_\_\_ . \_\_\_\_ . \_\_\_\_

Legal description: \_\_\_\_\_

Sect: \_\_\_\_ Twp: \_\_\_\_ Rng: \_\_\_\_ Lake/river name: \_\_\_\_\_

**Explain your requested conditional use:** Give details of the type, size, purpose and any other relevant information regarding your proposed use. Be thorough. Attach additional sheets labeled "Conditional Use Request", if necessary.

I have read and fully understand the above instructions. I am the fee title owner of the above described property or the authorized agent thereof, and I agree to this application and warrant and assert that I am authorized by ownership and/or law to apply for the permit in question. The applicant hereby certifies that the information contained in this application is a true, accurate and complete representation of facts and conditions concerning the proposed variance application. The applicant hereby makes application for a conditional use agreeing to do all such work in accordance with all Hubbard County Ordinances. Applicant agrees that application, sketch or survey, and other attachments submitted herewith are true and accurate. Applicant agrees that, in making application for a conditional use, applicant grants permission to Hubbard County, at reasonable times to enter landowner's premises, to determine compliance of that application with any applicable county, state, or federal ordinances or statutes. If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the conditional use and/or accompanying permit based upon the supplying of inaccurate information.

Signature of applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

### For Office Use

Date of application: \_\_\_\_\_ Filing acknowledgement by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ App. #: \_\_\_\_\_

# Site Plan

Required for ALL permit applications

The form consists of a large, empty rectangular box with a thin black border. Along the top and bottom edges of this box, there are 14 vertical tick marks, evenly spaced. Along the left and right edges, there are 14 horizontal tick marks, also evenly spaced. This grid of tick marks is intended to help the applicant draw a site plan to scale.

You **must** include all buildings and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Site Plan

Required for ALL permit applications

## Instructions

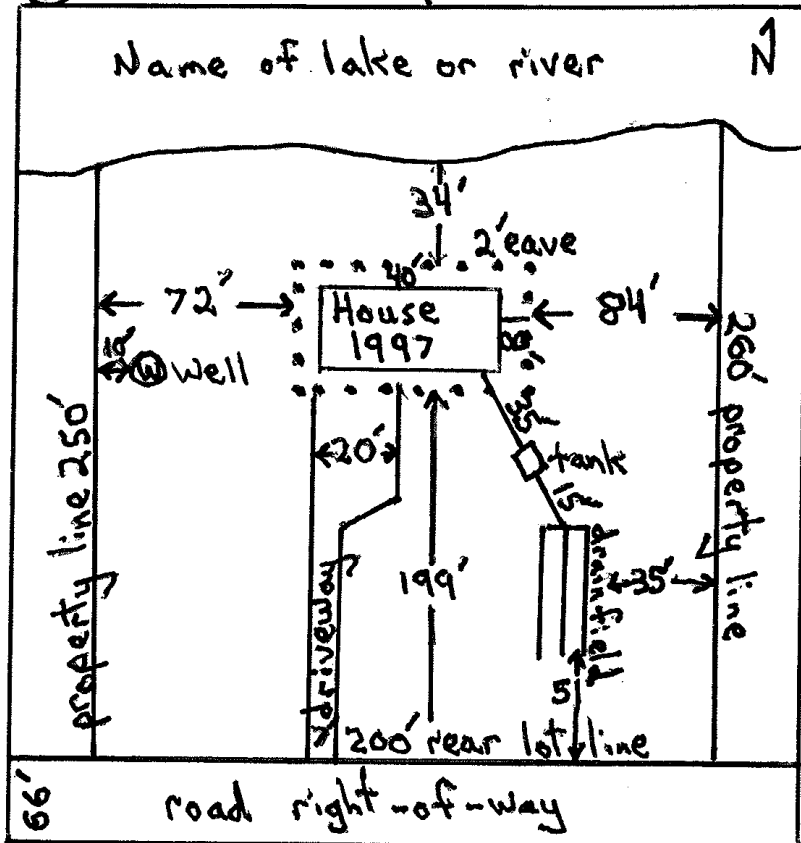
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- All lot lines with every line's dimension shown.
- Location and length, width, and height dimensions of all existing and proposed structures/additions.
  - Show all existing structures in solid lines and label with year constructed.
  - Show proposed structures/additions in dashed lines and label w/proposed start date.
  - Show eave overhangs, inc. dimensions, on all structures in dotted lines.
- Location and length x width dimensions of all existing and proposed wells and septic systems.
- Location and length x width dimensions of all existing and proposed driveways, roads, and easements.
- Location and length, width, and height dimensions of any proposed grading/filling project.
- Setback distances for all items shown per **b-e** from lakeshore, lot lines, and right-of-ways.
- If topography is unusual, show elevation levels.
- Indicate north point and slope of land.

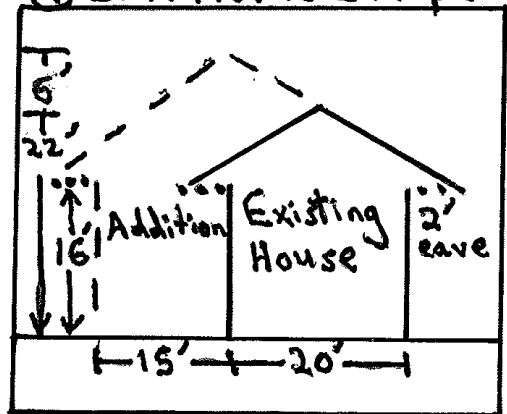
**Note:** Building permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions—specifically height-measured in feet. See Example 2 below.

**Note:** Shoreland alteration permits/variance applications also require a separate cross-section sketch of each proposed project area showing all dimensions – length, width, and height – measured in feet. See Example 3 below.

### ① Site Plan Example



### ② Side Profile Example



### ③ Cross-Section Example

