

# 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](http://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 218.393.8500**

**OWNER (S) SIGNATURE:**

I hereby certify that I am the owner, or authorized agent of the owner, and that I authorize the applicant to make an application for the proposed use.

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Rev.11.03.08

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)*

<b>SECTION 5: SITE INFORMATION</b> <i>PRINCIPAL STRUCTURE</i>							
	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 (%)
<b>Required by Zone District</b>							
<b>Existing</b>							

<b>SECTION 5: SITE INFORMATION</b> <i>ACCESSORY STRUCTURE (S)</i>							
	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 (%)
<b>Required by Zone District</b>							
<b>Existing</b>							

**SECTION 6: ABOUT THE CONDITIONAL USE**

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

[Empty space for providing a general description of the proposed use.]

**B: Check the Category that applies to the conditional Use**

<input type="checkbox"/>	The site is vacant.
<input type="checkbox"/>	You are utilizing your home.
<input type="checkbox"/>	Expansion of Existing Use: Adding service operations or buildings on site of existing use.
<input type="checkbox"/>	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. <i>Also identify on sketch drawing.</i>		
	Please Check	If Yes, indicate amount and type of parking required for employees and customers.
Yes		
No		

<b>H: Does your proposal include any signage?</b> <i>Also identify on sketch drawing</i>		
	<b>Please Check</b>	<b>If Yes, please list number of signs, size, location, and illumination of each sign:</b>
<b>Yes</b>		
<b>No</b>		

<b>I: Proposed Use Activities</b> <i>Please explain how your proposed use will be compatible with the existing neighborhood. (Use additional pages if necessary.)</i>

<b>J: Will the outdoor and/or indoor activity (at this site) generate dust, smoke, smells, pollution, etc.?</b>		
	<b>Please Check</b>	<b>If Yes, please explain and detail its impact on adjacent property owners. Use additional pages if necessary</b>
<b>Yes</b>		
<b>No</b>		

<b>K: Noise</b>
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<b>Will noise from your business operation be heard from adjacent properties or on a lake?</b>		
	<b>Please Check</b>	<b>If Yes, please explain and detail (including the hours) its impact on adjacent property owners. Use additional pages if necessary</b>
<b>Yes</b>		
<b>No</b>		

<b>M: Proposed Structures</b> <i>Identify whether the proposed structure(s) are new principal structures, additions, or accessory structures that are new or additions.</i>  <i>Also identify structures on sketch drawing.</i>				
	<b>Width</b>	<b>Length</b>	<b>Size (SF)</b>	<b>Height</b>
<b>New Principal</b>				
<b>Addition to Principal Structure</b>				
<b>New Accessory Structure</b>				
<b>Addition To Accessory Structure</b>				

<b>N: Outdoor Areas (Work, Storage)</b> <i>Are you going to have any outdoor work or storage areas such as: rock piles, assembly sites, tank storage, equipment parking, etc?</i>  <i>Also identify areas on sketch drawing.</i>			
<b>Outdoor Work Areas</b>	<b>No</b>	<b>Yes</b>	<b>Explain</b>
Assembly			
Maintenance			
Repair			
<b>Outdoor Storage Areas</b>	<b>No</b>	<b>Yes</b>	<b>Explain</b>

Tanks, Gas			
Material			
Equipment			
Waste			
Parking of vehicles or equipment to be repaired			
Sales Areas			
Sales Display Areas			
Other			

**O: 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.

**SECTION 7: ENVIRONMENTAL**

**A: Wetlands:**

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

*Identify areas on sketch drawing*

	<b>Please Check</b>	<b>Explain</b>
<b>Yes</b>		
<b>No</b>		

**B: Wetlands:**

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

*Identify areas on sketch drawing*

	<b>Please Check</b>	<b>Explain</b>
<b>Yes</b>		
<b>No</b>		

**C: Wastewater:**

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

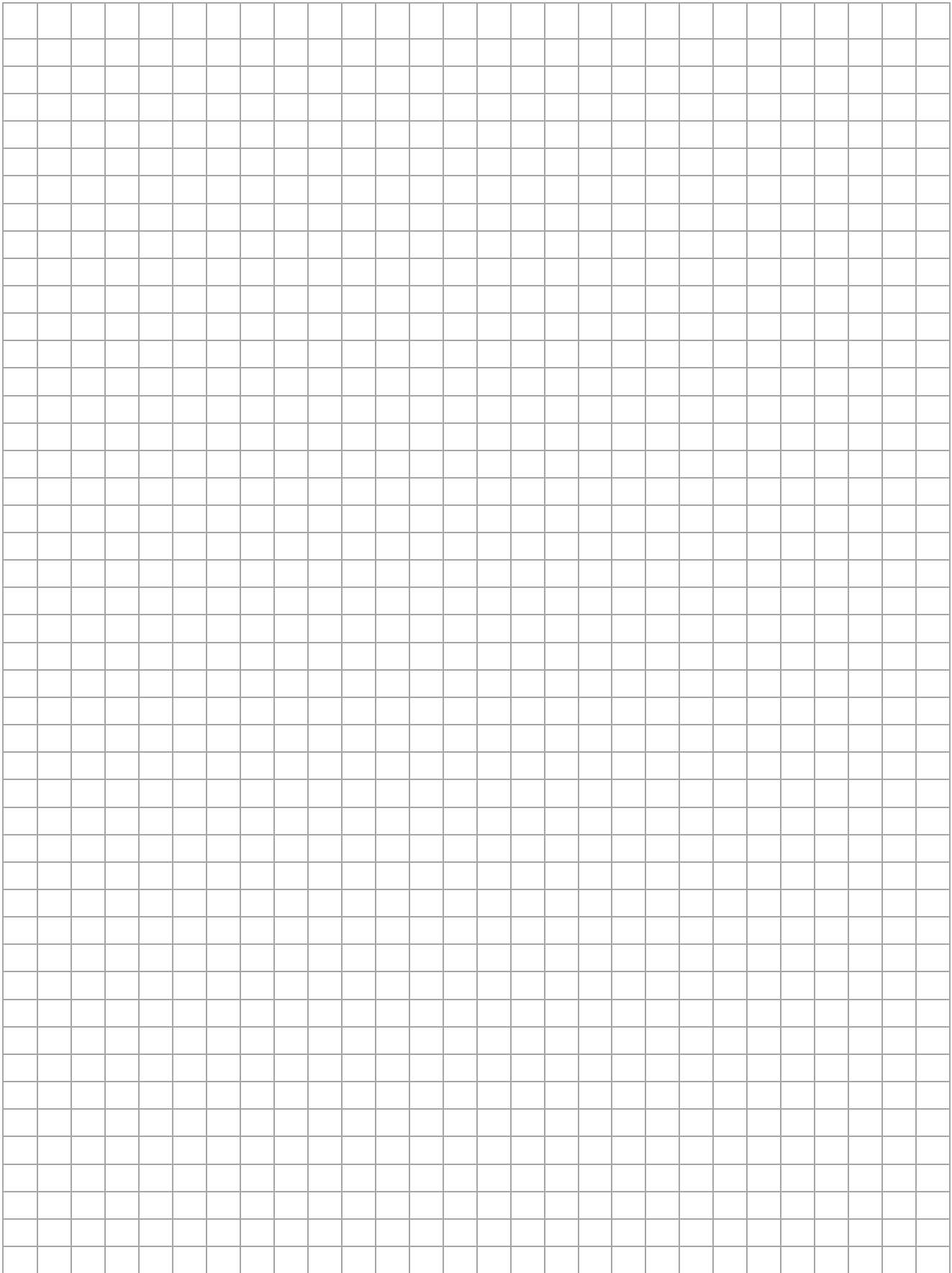
*Identify areas on sketch drawing*

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

<b>D: Water Supply</b>		
<b>Type</b>	<b>Please Check</b>	<b>Number</b>
Well		
Lake		
Municipal System		
No Water Supply		

<b>E: Waste Disposal</b> Describe how you will collect and store waste generated from the proposed use.		
<b>Type</b>	<b>Please Check</b>	<b>Explain how you will handle disposal</b>
Household Garbage		
Oil and Grease		
Other Automotive Fluids		
Animal Waste		
Chemicals		
Medical		
Hazardous		
Demolition Waste		
Wood Sawdust		
Radioactive		
Other		

**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>
<i>Owners Name</i>			<i>Mailing Address</i>						
<i>Co-Applicant, If any.</i>			<i>Mailing Address</i>						
<i>Notes:</i>									