



Conditional Use Permit Application

Lake of the Woods County Land and Water Planning

206 8th Ave SE, Suite #290

Baudette, MN 56623

Phone: 218-634-1945

<http://www.co.lake-of-the-woods.mn.us>

Instructions to the Applicant

1. All items must be completed before this application will be processed. An incomplete application will not be accepted and will be returned to the applicant.
2. Applicant(s) must own the property.
3. If the applicant(s) is using an agent, both the applicant(s) and the agent must sign the application.
4. Provide a copy of the deed(s) for the property on which the conditional use is requested.
5. A site plan must accompany the application. Refer to page eleven (11) for instructions and required information.
6. Provide written directions from Baudette to your property.
7. Locate and mark property lines or corner markers on the ground, if applicable to request. Stake or flag the area(s) of the proposed project so that it is readily apparent during the lot viewal.
8. Include a **non-refundable** filing fee of \$200.00 payable to the **Lake of the Woods County Treasurer**. Also, include a recording fee of \$46.00 payable to the **Lake of the Woods County Recorder**.
9. In accordance with the Lake of the Woods County Zoning Ordinance Section 606, a current certificate of compliance for your septic system (if one exists on the property) must be submitted with the application. If you are applying between November 1 – April 30, or if the ground is still frozen, an inspection of the system must occur when field conditions allow. The findings of the compliance inspection must be submitted to the Land & Water Planning Office.
10. Applicant must be present in person for the hearing of this application to explain the request and to answer any questions the Planning Commission has concerning the request.
11. Notice will be sent to the applicant verifying the date, time and location of the hearing.
12. The applicant(s) is/are responsible for securing any other local, state, or federal permits that may be required. If this application involves work in wetlands or public waters, additional permits and approvals may be required.

Applicant(s) may need to contact the following agencies:

Minnesota Department of Natural Resources
Area Hydrologist
2532 Hanna Ave NE – PO Box 9
Bemidji MN 56601
(218) 308-2462

U.S. Army Corps of Engineers
Corps Project Manager
4111 Technology Drive, Suite #295
Bemidji, MN 56601
(218) 444-6381

13. Include additional information as needed to explain and depict the requested use such as maps and aerial photos.
14. When you have completed the application and all required information, mail or deliver it to the **Lake of the Woods County Land and Water Planning Office, 206 8th Avenue Southeast, Suite #290, Baudette, MN 56623-2867**. Applications and all required information must be completed and received prior to 4:00 p.m. on the deadline date in order to be placed on the corresponding Planning Commission meeting agenda. Applications that are found to be incomplete will be returned to the applicant. See attached page for the Planning Commission Calendar.
15. **I have read and fully understand the above instructions. I hereby swear that all information that I have provided in this application is true and correct. By signing below, I am agreeing to allow the Planning Commission and associated staff from the Lake of the Woods Land and Water Planning Office to conduct a site visit(s) on the property to obtain information pertaining to the request.**

Signature of applicant(s): _____ Date: _____
 _____ Date: _____
 _____ Date: _____
 _____ Date: _____

Signature of authorized agent: _____ Date: _____

- If a parcel(s) is in joint ownership written permission of all owners is required.
- When an agent is used, signature of both owner(s) and agent are required.

For Office Use

Date of application: _____	Filing acknowledgement by: _____	Receipt#: _____	App.#: _____
Date, time, and place of public hearing: _____, 7:00pm in the Commissioner's Room of the Government Center, Baudette, MN			
Applicant and DNR notified on: _____			
Decision of the County Board of Commissioners: Approval _____ Approval w/conditions _____ Denial _____			
Reason: _____ _____			
Any aggrieved person or persons, any Department, Board, and Commission of the jurisdiction or of the State shall have the right to appeal within 30 days after receipt of notice of the decision, as provided by law.			
Chairperson's Signature: _____		Date: _____	
Applicant and DNR notified on: _____			
Land and Water Planning Director's Signature: _____		Date: _____	



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Conditional Use Permit Application Procedure

1. In order for Lake of the Woods 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 the Land and Water Planning Office staff to determine which of the following additional information items must be provided:

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|--|---|
| <input type="checkbox"/> Topographic map with 2 ft contours | <input type="checkbox"/> Engineered grading and erosion control plan |
| <input type="checkbox"/> Topographic map with 10 ft contours | <input type="checkbox"/> Floodplain Certificate of Elevation |
| <input type="checkbox"/> Location and size of all wetlands | <input type="checkbox"/> Mandatory Environmental Review |
| <input type="checkbox"/> Approved MPCA Stormwater Permit | <input type="checkbox"/> Copy of well record (MDH Well Management 1-800-383-9808) |
| <input type="checkbox"/> Grading and erosion control plan | <input type="checkbox"/> Potable water test results |
| <input type="checkbox"/> Location and dimensions of all structures | <input type="checkbox"/> Dimensions of sleeping rooms |
| <input type="checkbox"/> Sewage treatment system compliance inspection | <input type="checkbox"/> Map indicating location of well, septic and structures |
| <input type="checkbox"/> Sewage treatment system design | |

The pre-application meeting was held on _____, 20____. It was agreed by the applicant(s) and Land and Water Planning staff that the items checked above are required for this conditional use application to be completed.

Signature of applicant(s): _____ Date: _____

Signature of staff: _____ Date: _____

- Submit a complete application along with the appropriate fees to the Lake of the Woods County Land and Water Planning Office.
- If the Land and Water Planning Office determines that the application is complete, it will be placed on the next available Planning Commission meeting agenda. If the application is not deemed complete, the Land and Water Planning Office will send written notice to the applicant stating the reasons why the application is not complete.
- The Planning Commission members and the Land and Water Planning staff will visit the property on which the proposed use is to be located.
- 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.
- Upon consideration of the facts relating to the request, the County Board may attach such conditions in addition to those required by the Lake of the Woods County Zoning Ordinance, which they deem necessary for the furthering of the purposes set forth in the Ordinance. Such conditions attached to the issuance of a conditional use permit may include, but are not limited to the following:

- a. type and extent of shore cover;
- b. increased yards and setbacks;
- c. specified sewage treatment and water supply facilities;
- d. landscaping and vegetative screening;
- e. periods and/or hours of operation;
- f. operational control sureties;
- g. deed restrictions;
- h. location of piers, docks, parking and signs;
- i. type of construction;
- j. any other reasonable requirement necessary to fulfill the purpose and intent of the Ordinance.

2021 Planning Commission – Board of Adjustment Calendar

PRELIMINARY & FINAL PLAT FILING DEADLINE	ORDINANCE REVISION, CONDITIONAL USE APPEAL & VARIANCE APPLICATION DEADLINE	LOT VIEWALS	MEETING DATE
December 11, 2020	December 16, 2020	January 5, 2021	January 6, 2021
January 8, 2021	January 13, 2021	February 2, 2021	February 3, 2021
February 5, 2021	February 10, 2021	March 2, 2021	March 3, 2021
March 12, 2021	March 17, 2021	April 6, 2021	April 7, 2021
April 9, 2021	April 14, 2021	May 4, 2021	May 5, 2021
May 7, 2021	May 12, 2021	June 1, 2021	June 2, 2021
June 11, 2021	June 16, 2021	July 6, 2021	July 7, 2021
July 9, 2021	July 14, 2021	August 3, 2021	August 4, 2021
August 6, 2021	August 11, 2021	August 31, 2021	September 1, 2021
September 10, 2021	September 15, 2021	October 5, 2021	October 6, 2021
October 8, 2021	October 13, 2021	November 2, 2021	November 3, 2021
November 5, 2021	November 10, 2021	November 30, 2021	December 1, 2021
December 10, 2021	December 15, 2021	January 4, 2022	January 5, 2022

- Meetings are held in the Commissioners’ Room of the Lake of the Woods County Government Center, 206 8th Ave SE in Baudette MN, beginning at **7:00 p.m.**

- No decision will be made during the lot viewals.

- Applicant will be notified of approximate time the Board will be on site for the lot viewals.



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GENERAL INFORMATION	
Applicant(s) Name:	_____
Mailing Address:	_____
City:	_____ State: _____ Zip: _____
Property Address (if different from above):	_____
City:	_____ State: _____ Zip: _____
Phone #:	_____ Fax #: _____
Email:	_____
Applicant(s) Name:	_____
Mailing Address:	_____
City:	_____ State: _____ Zip _____
Phone #:	_____ Fax #: _____
Email:	_____
Agent Name (if applicable):	_____
Mailing Address (if applicable):	_____
City:	_____ State: _____ Zip: _____
Phone #:	_____ Fax #: _____
Email:	_____

PROPERTY INFORMATION	
Section _____	Township _____ Range _____ Township Name _____
Parcel #: _____	Lot Width _____ feet Lot Depth _____ feet
Shoreland Yes _____ No _____	Lake/River Name: _____ Lake/River #: _____
Lake/River Classification: _____	Acreage: _____
Current Zoning Classification: _____	Floodplain Yes _____ No _____

PROJECT INFORMATION

General

1. Provide a detailed description of the request: provide details of the type, size, purpose and any other relevant information regarding the proposed use. Attach additional sheets labeled “Conditional Use Request”, if necessary.

2. Is the proposed use consistent with the Lake of the Woods County Comprehensive Land Use Plan? If yes, explain.

3. Is the requested use compatible with adjacent land uses? If yes, explain. (Describe adjacent land use practices)

4. Is the site in harmony with existing and proposed access roads? If yes, explain.

5. Will the requested use generate additional traffic to or from the site and how will parking be addressed? If yes, explain.

Environmental

1. Is the request located in a floodplain and/or floodway of rivers or tributaries? If yes, explain.

2. Will the request affect the site's existing topography, drainage features, and vegetative cover? Explain.

3. How will water pollution be prevented and controlled on the property, including sedimentation and nutrient loading? Explain.

4. How will the erosion potential of the site based upon the degree and direction of slope, soil type, and existing vegetative cover be addressed? Explain.

5. Will the requested use include above ground or below ground storage tanks for petroleum or hazardous material that may be subject to the Minnesota Pollution Control Agency requirements? If yes, explain.

Shoreland

1. Does the requested use have a reasonable need to be in a shoreland location? If yes, explain.

2. Will the visibility of structures and other facilities as viewed from public waters comply with the Shoreland Ordinance requirements? If yes, explain.

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3. Are the affected public waters suited to and able to safely accommodate the types, uses, and numbers of watercraft that the use will generate? If yes, explain.

Health and Safety

1. How is the requested use consistent with maintaining the public health, safety, and welfare? Explain.

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2. Does the site have or the ability to have adequate locations for water supply and on-site sewage treatment systems? If yes, explain.

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3. Is the amount of liquid waste to be generated reasonable and the proposed sewage disposal system adequate to accommodate such? If yes, explain.

Other

1. Will there be fencing and/or other screening provided to buffer the requested use from adjacent properties? If yes, explain.

2. Will there be signage associated with the use? If yes, explain. (Include the total number, dimensions, location and if the sign(s) will be illuminated)

3. If the request is of a commercial nature, what will be the hours of operation? (Identify hours of the day, days of the week, seasonal or year around)

4. Describe additional information that is deemed appropriate to the request.

SITE PLAN SKETCH

The purpose of the sketch is to graphically illustrate the information included in your application. Please include the dimensions of **all** structures, present and proposed, wells, septic systems, and distances to property lines, roadways, lakes, rivers and streams. The following items **must be** included and listed in the boxes below:

Location of		Distance to	Name of	
<input type="checkbox"/> Wetlands	<input type="checkbox"/>	Areas of Vegetation Removal and Grading	<input type="checkbox"/> Road Right-of Way	<input type="checkbox"/> Adjacent Roads
<input type="checkbox"/> Driveways	<input type="checkbox"/>	Property Lines (size and shape of parcel)	<input type="checkbox"/> Shoreline	<input type="checkbox"/>
<input type="checkbox"/> Access Roads	<input type="checkbox"/>	Well/Septic System and Expansion	<input type="checkbox"/> Property Lines	<input type="checkbox"/>
<input type="checkbox"/> All other structures	<input type="checkbox"/>	Neighbor's Well/Septic System	<input type="checkbox"/> Well/Septic System	<input type="checkbox"/>