



Conditional Use Permit (CUP)

WORKSHEET St. Louis County, Minnesota

About: Land Use Permits are required for most building construction activities. They are also required for a variety of other uses. For more information, check out our website at: www.stlouiscountymn.gov/land-use

WHAT ARE YOU APPLYING FOR *Check all that apply to the project.* **PLEASE MAKE CHECKS TO: ST. LOUIS COUNTY AUDITOR**

#1 New Buildings Less than/equal to 1,200 square feet-\$175
Greater than 1,200 square feet-\$345

☐ Dwelling-Home, Mobile Home, Hunting Shack, or Cabin. (Includes attached deck, if applicable.)

☐ Replacement of Existing Dwelling-Home, Mobile Home, Hunting Shack, or Cabin.
Will the old dwelling be removed from the property? ☐ Yes ☐ No

If yes, an affidavit must be filled out stating when the old dwelling will be removed.

If this dwelling is a mobile home, there is a special mobile home affidavit to be filled out.

☐ Accessory Dwelling-Guest cottage or bunkhouse. Must follow administrative standards.

☐ Accessory Structure- Garage, Pole Building, shed, sauna, screenhouse or gazebo that either meets lake or river setback or not located in a shoreland area.

☐ Water-oriented Accessory Structure-Boathouse, Sauna, Screenhouse/gazebo on a lake or river located at reduced shoreline setback. Must follow administrative standards.

☐ Commercial Structure

☐ Other Principal Structure

#2 Other Construction/Change in Use-\$90

☐ Addition(s) to Dwelling

Is the dwelling location on a lake or river? ☐ Yes ☐ No
If Yes above, does the structure meet the required shoreline setback? ☐ Yes ☐ No If No, structure does not meet the shoreline setback, a performance standard permit or variance may be required. See box #4 or #7.

☐ Addition(s) to Accessory Structure
☐ New Deck Only or Deck Replacement
☐ Combination Addition(s) & Deck on the same structure
☐ Moving a Structure
☐ Sign

☐ Structure Alteration or Component Replacement
☐ Change in Use (i.e. converting an old cabin to storage)

What will the new use of the structure be?
Explain the current and proposed use.
Current: _____ Proposed: _____

Other-\$65

☐ Permit extension beyond 2 years

#3 Subdivisions/Parcel Reviews
Additional Worksheets Required

☐ Plat-Minor Subdivision-\$685

☐ Conventional or Conservation Plat-Less than or equal to 3 lots-\$685

☐ Conventional or Conservation Plat-Greater than 3 Lots-\$1,375

☐ Lot Line Adjustment-\$90

☐ Parcel Review-\$90

☐ Performance Standard Subdivision-\$410

#4 Performance Standard-\$410
Additional Worksheets Required

☐ Borrow/Gravel Pit
☐ Home Business
☐ Land Alteration
☐ Nonconforming Structure Replacement
☐ Addition to a structure that does not meet shoreline setback
☐ Other

#5 Site Evaluation

☐ Site Visit/Evaluation-\$175

#6 Wetland Reviews
Additional Worksheets Required

☐ No Loss/Exemption/Replacement Plan-\$175

☐ Wetland Delineation Review-\$410

☐ Wetland Banking Plan Review-\$1,340

#7 Public Hearings
Additional Worksheets Required

☐ Administrative Appeal-\$1,350
☐ Environmental Assessment-\$1,200
☐ Conditional Use Permit-\$685
☐ Conditional Use Permit Rehearing-\$220
☐ Interim Use Permit-\$685
☐ Interim Use Permit Rehearing-\$220
☐ General Purpose Borrow Pit-\$685
☐ Variance-\$685
☐ Variance Rehearing-\$220
☐ Multiple Hearing (Variance/conditional use)- \$1,020
☐ Rezoning-\$685

TYPE OF PROPOSED STRUCTURES

Check all that apply to the project.

<input type="checkbox"/> New Structure(s)	*Structure Type (Same as box #1 or 2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
<input type="checkbox"/> Structure Additions	*Structure Type (Same as box #2 above)	*Foundation Type (Basement, Slab, Pier, etc)	*Maximum Length (Exterior Footprint Only)	*Maximum Width (Exterior Footprint Only)	*Maximum Sq. ft (Exterior footprint only)	*Maximum Height (Ground Level to Roof Peak)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet

***Indicates required field. Incomplete applications will be returned.**

CONTACT: Planning and Zoning Department

Technical Assistance

Toll Free: 1-800-450-9777

Land Use Information

www.stlouiscountymn.gov/land-use

Duluth

Government Services Center
320 West 2nd Street, Suite 301
Duluth, MN 55802
(218) 725-5000

Virginia

Government Services Center
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

Office Use Only

Receipt # _____

Receipt Date _____

Payment Amount _____

Paid By _____

Site Sketch Form

The sketch is to graphically illustrate your proposed project(s)

Draw and Label on Sketch (in feet)

- ☐ ***All** Structures on the Property and Dimensions
- ☐ ***All** Driveways, Access Roads, and Wetlands
- ☐ ***All** Proposed Structures and Dimensions

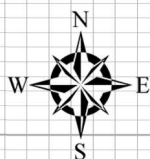
- ☐ ***Distance** of Proposed Structures to Shoreline (Closest Point)
- ☐ ***Distance** of Proposed Structures to Septic System and Tank
- ☐ ***Distance** of Proposed Structures to Property Lines
- ☐ ***Distance** of Proposed Structures to Road Centerline and Right-of Ways

You may submit your own site sketch **IF it has the required information indicated above.**

***Applicant Name:**

***Site Address:**

***PIN:**



Sanitary Authority Use Only

Sanitary Review: (To be determined by appropriate sanitary authority.)

Will the proposal, as shown above, negatively impact the SSTS/sanitary line or replacement area? ☐ Yes ☐ No

Sign off:

Signature _____

Title _____



Extractive Use- General Purpose Borrow (Gravel) Pit Worksheet St. Louis County, Minnesota

PERMIT TYPE			
<input type="checkbox"/>	General Purpose Permit (Requires Conditional Use Approval)		
GENERAL OPERATIONS DESCRIPTION			
<input type="checkbox"/> Crushing <input type="checkbox"/> Washing <input type="checkbox"/> Screening <input type="checkbox"/> Portable Hot Mix <input type="checkbox"/> Permanent Hot Mix <input type="checkbox"/> Recycling of Asphalt <input type="checkbox"/> Recycling of Concrete <input type="checkbox"/> Other:			
Describe the frequency and duration of the applicable activities:			
ROAD ACCESS			
What road will the proposed pit be accessed from?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you have authorization for access from the appropriate road authority? If yes, please attach written authorization.	
TRAFFIC			
How many trucks, on average, will leave the pit per day?			
DESCRIPTION OF EXCAVATION			
What is the depth of excavation from the original surface?		Feet	
Estimated volume of material to be excavated per year?		Cubic yards	
What is the depth of ground water before excavation?		Feet	
Total area to be excavated*?		Acres	
*As per MN Rule 4410.4300, Subp. 12, Environmental Review is required if area excavated has potential for 40 acres or more of excavation. See MN Rules for further information regarding Environmental Review process.			
PROJECT LOCATION			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there residential properties within 300 feet of the pit, haul roads, stockpile areas, or related pit facilities?	
How close is the nearest home?		Feet	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there any lakes, rivers, or streams within 300 feet of the pit?	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are there wetlands within 300 feet of the pit? (Include the area of the pit)	
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have the property lines been established? If yes, please attach: <input type="checkbox"/> Certified Land Survey <input type="checkbox"/> Written agreement with all adjacent property owners	
HOURS OF OPERATION (Proposed) Monday through Friday		Saturday	Sunday
			Comments

Start: End :	Start: End :	Start: End :	
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ENVIRONMENTAL EFFECTS

What dust control measures will be used?

☐ Water Trucks ☐ Chloride ☐ Other (If other, please explain):

☐ Yes ☐ No Will runoff be contained within the pit area?

If no, please explain:

☐ Yes ☐ No Will material other than clean fill be deposited within the pit?

If yes, please explain:

SCREENING

What type of visual screening will be used:

From Roads

From Adjacent Properties

☐ Vegetative ☐ Berm ☐ Other

☐ Vegetative ☐ Berm ☐ Other

Please Describe:

☐ Yes ☐ No Have you obtained your MPCA Borrow Pit Stormwater Permit?

EROSION CONTROL/RECLAMATION PLAN REQUIRED ATTACHMENT

Sign, date and submit attached reclamation plan.

Or describe, in detail, your reclamation efforts both temporary and after exhaustion of the pit.
(Include erosion control measures to be used, seeding, sloping. Attach additional sheets.)

NOTE: All owners are responsible for assuring that pit operators comply with all borrow pit standards. To obtain a copy of the standards go to www.stlouiscountymn.gov/landuse

Extractive Use-Borrow (Gravel) Pit Reclamation Plan

During Mining operation:

- Vegetation will be cleared and disposed of in a manner acceptable to the fire warden and solid waste authority.
- The pit will be managed by designating a working face and directing activity to that area until depletion of materials. Once an area has been depleted it shall be reclaimed.
- Final grading of the pit face and other slopes will be at a minimum of 3:1.

Reclamation, if applicable, shall be completed prior to the expiration of the permit:

- Reapplication of top soil to depth of 6-9 inches.
- Permanent seeding with native grasses in the spring (April-June) to stabilize erosion.
- Allowing for natural re-vegetation.

Name

Date

Native Seed Mix

36-311

Woodland Edge Northeast

Common Name	Scientific Name	Rate (kg/ha)	Rate (lb/ac)	% of Mix (% by wt)	Seeds/ sq ft
fringed brome	<i>Bromus ciliatus</i>	2.24	2.00	5.98%	8.10
bluejoint	<i>Calamagrostis canadensis</i>	0.15	0.13	0.37%	12.90
poverty grass	<i>Danthonia spicata</i>	0.56	0.50	1.50%	4.60
nodding wild rye	<i>Elymus canadensis</i>	1.40	1.25	3.72%	2.38
slender wheatgrass	<i>Elymus trachycaulus</i>	2.24	2.00	5.96%	5.06
fowl bluegrass	<i>Poa palustris</i>	0.98	0.87	2.59%	41.50
False Melic	<i>Schizachne purpurascens</i>	0.28	0.25	0.75%	2.90
Total Grasses		7.85	7.00	20.87%	77.44
common yarrow	<i>Achillea millefolium</i>	0.03	0.03	0.09%	2.00
pearly everlasting	<i>Anaphalis margaritacea</i>	0.02	0.02	0.05%	1.30
flat-topped aster	<i>Doellingeria umbellata</i>	0.04	0.04	0.12%	1.00
tall cinquefoil	<i>Drymocallis arguta</i>	0.07	0.06	0.19%	5.30
large-leaved aster	<i>Eurybia macrophylla</i>	0.02	0.02	0.05%	0.18
stiff goldenrod	<i>Oligoneuron rigidum</i>	0.16	0.14	0.42%	2.10
smooth wild rose	<i>Rosa blanda</i>	0.18	0.16	0.47%	0.15
black-eyed susan	<i>Rudbeckia hirta</i>	0.29	0.26	0.77%	8.70
gray goldenrod	<i>Solidago nemoralis</i>	0.07	0.06	0.18%	6.80
upland white aster	<i>Solidago ptarmicoides</i>	0.04	0.04	0.13%	1.00
Lindley's Aster	<i>Symphyotrichum ciliolatum</i>	0.03	0.03	0.10%	1.00
smooth aster	<i>Symphyotrichum laeve</i>	0.16	0.14	0.43%	2.90
American vetch	<i>Vicia americana</i>	0.56	0.50	1.50%	0.38
Total Forbs		1.68	1.50	4.50%	32.81
Oats or winter wheat (see note at beginning of list for recommended dates)		28.02	25.00	74.63%	11.14
Total Cover Crop		28.02	25.00	74.63%	11.14
Totals:		37.55	33.50	100.00%	121.39

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Virginia

Elizabeth Prebich Building
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Extractive Use-General Purpose Borrow (Gravel) Pit Site Sketch Form

Borrow Pit		Setbacks
Include locations and labels of:		
<input type="checkbox"/> Property lines	<input type="checkbox"/> Proposed phased excavation	<input type="checkbox"/> Property lines
<input type="checkbox"/> Roads	<input type="checkbox"/> DNR protected waters, if applicable	<input type="checkbox"/> Road centerline and right-of-way
<input type="checkbox"/> Haul road	<input type="checkbox"/> Existing structures, if applicable	<input type="checkbox"/> Shoreline
<input type="checkbox"/> Gate	<input type="checkbox"/> Utility easements, if applicable	<input type="checkbox"/> Wetlands
<input type="checkbox"/> Wetlands	<input type="checkbox"/> Existing excavation, if applicable	
<input type="checkbox"/> Proposed buildings	<input type="checkbox"/> Hot mix location, if applicable	

You may submit your own site sketch if drawn to scale and has required information indicated above.

