



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-\$150
Greater than 1,200 square feet-\$300

☐ 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-\$75

☐ 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-\$50
☐ Permit extension beyond 2 years

#3 Subdivisions/Parcel Reviews
Additional Worksheets Required

☐ Plat-Minor Subdivision-\$600
☐ Conventional Plat-Less than or equal to 3 lots-\$600
☐ Conventional Plat-Greater than 3 Lots-\$1,200
☐ Conservation Plat-\$1,200
☐ Lot Line Adjustment-\$75
☐ Parcel Review-\$75
☐ Performance Standard Subdivision-\$350

#4 Performance Standard-\$350
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-\$150

#6 Wetland Reviews
Additional Worksheets Required

☐ No Loss/Exemption/Replacement Plan-\$150
☐ Wetland Delineation Review-\$350
☐ Wetland Banking Plan Review-\$1,050

#7 Public Hearings
Additional Worksheets Required

☐ Administrative Appeal-\$1,050
☐ Environmental Assessment-\$1,050
☐ Conditional Use Permit-\$600
☐ Conditional Use Permit Rehearing-\$200
☐ Interim Use Permit-\$600
☐ Interim Use Permit Rehearing-\$200
☐ General Purpose Borrow Pit-\$600
☐ Variance-\$600
☐ Variance Rehearing-\$200
☐ Multiple Hearing (Variance/conditional use)- \$900

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

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

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

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



Conditional Use Permit (CUP)

WORKSHEET St. Louis County, Minnesota

About: Conditional use permits are typically required on property where the owner does not reside and/or has employees and customer traffic. A CUP needs additional controls or restrictions to assure that it is in harmony with the neighborhood. They are also required for a variety of other uses.

County Land Explorer: <https://gis.stlouiscountymn.gov/landexplorer/> Property Lookup: <http://apps.stlouiscountymn.gov/auditor/parcelInfo2005Iframe/>

WHAT ARE YOU APPLYING FOR? *Check all that apply to the project.*

- ☐ New business
☐ Expansion of existing business
☐ Replace existing business
☐ Extractive Use-General Purpose Borrow (Gravel) Pit*
**Additional worksheet required. It is not necessary to continue filling out the CUP worksheet form. Please see Extractive Use- General Purpose Borrow (Gravel) Pit Worksheet (attached).*

☐ Other
If Other, please explain:

ABOUT THE BUSINESS

TYPE OF BUSINESS

How is the property currently being used?

What type of business/use is being applied for? (List all uses that will take place)

HOURS OF OPERATION

(Proposed)

Monday through Friday

Saturday

Sunday

Comments

Start:

End:

Start:

End:

Start:

End:

TRAFFIC, PARKING, AND/OR DOCKAGE

☐ Yes

☐ No

Will the proposal generate an increase in traffic? (Boat, snowmobile, truck, bus, car, etc.)

If Yes, estimated increase: ☐ 10 vehicles or less ☐ 11-25 vehicles ☐ Greater than 25 vehicles

☐ Yes

☐ No

Does the proposal require parking? (Please include employees, visitors, and other parking)

If Yes, how many parking spaces are available on the property?

APPROVAL FROM LOCAL ROAD AUTHORITY REQUIRED

☐ Yes (Please attach approval letter)

☐ No

SIGNAGE AND LIGHTING

☐ Yes ☐ No Does your proposal include signage? (Include any off-site signs)

If Yes, please list number of signs, size, location, and illumination of each sign:

☐ Yes ☐ No Will there be lighting (including security lighting) that may be visible from roads, waterways, and adjacent properties?

If Yes, please explain:

TYPE OF PROPOSED STRUCTURES *Check all that apply to the project.*

☐ No New Structures

☐ New Structure(s)

| Structure Type | 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 |
| | | Feet | Feet | Sq. ft. | Feet |
| | | Feet | Feet | Sq. ft. | Feet |
| | | Feet | Feet | Sq. ft. | Feet |
| Other | | | | | |

☐ Structure Additions

| Structure Type | 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 |
| | | Feet | Feet | | Feet |
| Other | | | | | |

OUTDOOR BUSINESS ACTIVITY *Check all that apply to the project.*

Will there be any outdoor work or storage areas such as: rock piles, assembly sites, tank storage, equipment parking, etc?

☐ Yes ☐ No

If Yes, please explain:

WASTEWATER TREATMENT

Will wastewater will be generated?

☐ Yes ☐ No

If Yes, what type of system will be used to handle wastewater treatment?

☐ Private Septic System

☐ Municipal

☐ Other, please explain:

SOLID WASTE *Check all types of waste generated and describe how you will collect and store waste generated from the business below:*

- | | | | |
|--|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Household Garbage | <input type="checkbox"/> Animal Waste | <input type="checkbox"/> Hazardous | <input type="checkbox"/> Radioactive |
| <input type="checkbox"/> Oil and Grease | <input type="checkbox"/> Chemicals | <input type="checkbox"/> Demolition Waste | <input type="checkbox"/> Other |
| <input type="checkbox"/> Other Automotive Fluids | <input type="checkbox"/> Medical | <input type="checkbox"/> Wood and Sawdust | |

If Other, please explain:

Please describe collection and disposal:

*Additional information may be required based on the scope of the project.

STORMWATER MANAGEMENT

| | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Will there be more than one (1) acre of altered surface? |
|------------------------------|-----------------------------|--|

| | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | If Yes, do you have an MPCA NPDES permit? (Please attach permit) |
|------------------------------|-----------------------------|--|

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