





# 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](http://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](http://www.stlouiscountymn.gov/land-use)

#### Duluth

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

#### Virginia

Government Services Center  
201 South 3<sup>rd</sup> 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

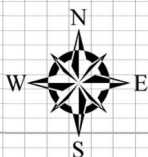
- ☐ \***Distance** of Proposed Structures to Shoreline (Closest Point)
- ☐ \***Distance** of Proposed Structures to Septic System and Tank
- ☐ \***Distance** of Proposed Structures to Property Lines
- ☐ \***Distance** of Proposed Structures to Road Centerline and Right-of Ways

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 \_\_\_\_\_



# 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

<input type="checkbox"/> 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
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			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
	Other					

<input type="checkbox"/> 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)
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			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?
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<input type="checkbox"/> Yes	<input type="checkbox"/> No	If Yes, do you have an MPCA NPDES permit? (Please attach permit)
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**CONTACT:** Planning and Zoning Department**Technical Assistance**

Toll Free: 1-800-450-9777

Land Use Information

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