





# 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-\$160**  
**Greater than 1,200 square feet-\$315**

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-\$80**

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-\$55**

Permit extension beyond 2 years

**#3 Subdivisions/Parcel Reviews**  
**Additional Worksheets Required**

Plat-Minor Subdivision-\$630

Conventional Plat-Less than or equal to 3 lots-\$630

Conventional Plat-Greater than 3 Lots-\$1,260

Conservation Plat-\$1,260

Lot Line Adjustment-\$80

Parcel Review-\$80

Performance Standard Subdivision-\$370

**#4 Performance Standard-\$370**  
**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-\$160

**#6 Wetland Reviews**  
**Additional Worksheets Required**

No Loss/Exemption/Replacement Plan-\$150

Wetland Delineation Review-\$370

Wetland Banking Plan Review-\$1,100

**#7 Public Hearings**  
**Additional Worksheets Required**

Administrative Appeal-\$1,100

Environmental Assessment-\$1,100

Conditional Use Permit-\$630

Conditional Use Permit Rehearing-\$200

Interim Use Permit-\$630

Interim Use Permit Rehearing-\$200

General Purpose Borrow Pit-\$630

Variance-\$630

Variance Rehearing-\$200

Multiple Hearing (Variance/conditional use)- \$950

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

**Duluth**  
 Government Services Center  
 320 West 2<sup>nd</sup> Street, Suite 401  
 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
			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)
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	Feet
			Feet	Feet	Sq. ft.	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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