



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

Elizabeth Prebich Building
201 South 3rd Avenue West
Virginia, MN 55792
(218) 749-7103

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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

- ☐ * **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

***Applicant Name:**

***PIN:**



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

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

PERMIT TYPE

☐

General Purpose Permit (Requires Conditional Use Approval)

GENERAL OPERATIONS DESCRIPTION

- ☐ Crushing ☐ Washing ☐ Screening ☐ Portable Hot Mix ☐ Permanent Hot Mix ☐ Recycling of Asphalt
☐ Recycling of Concrete ☐ Other:

Describe the frequency and duration of the applicable activities:

ROAD ACCESS

What road will the proposed pit be accessed from?

☐ Yes☐ 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

☐ Yes☐ 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

☐ Yes☐ No

Are there any lakes, rivers, or streams within 300 feet of the pit?

☐ Yes☐ No

Are there wetlands within 300 feet of the pit? (Include the area of the pit)

☐ Yes☐ No

Have the property lines been established? If yes, please attach:
☐ Certified Land Survey ☐ Written agreement with all adjacent property owners

HOURS OF OPERATION (Proposed) Monday through Friday	Saturday	Sunday	Comments
Start: End :	Start: End :	Start: End :	
ENVIRONMENTAL EFFECTS			
What dust control measures will be used?			
<input type="checkbox"/> Water Trucks <input type="checkbox"/> Chloride <input type="checkbox"/> Other (If other, please explain):			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will runoff be contained within the pit area?	
If no, please explain:			
<input type="checkbox"/> Yes	<input type="checkbox"/> 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	
<input type="checkbox"/> Vegetative <input type="checkbox"/> Berm <input type="checkbox"/> Other		<input type="checkbox"/> Vegetative <input type="checkbox"/> Berm <input type="checkbox"/> Other	
Please Describe:			
<input type="checkbox"/> Yes	<input type="checkbox"/> 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.
- Top soil will be reserved for reapplication and seeded to prevent erosion.
- 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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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.		

