

# CASS COUNTY CONDITIONAL USE APPLICATION INSTRUCTIONS TO APPLICANT

**THIS INSTRUCTION SHEET, THE PERMIT APPLICATION, AND THE SKETCH PLAN MUST BE SIGNED AND RETURNED WITH THE PERMIT APPLICATION.**

## **--WARNING--PROCEEDING WITHOUT A PERMIT**

Any work within the shoreland zone in Cass County which requires a permit cannot be legally started until a permit is issued by the Cass County Environmental Services Department. Any such work done without a permit constitutes a misdemeanor punishable by fines of \$700 and/or 90 days in jail. The Environmental Services Director also has the authority to require restoration of any work done without a permit or beyond the work authorized by a permit and will assess double the additional application fee.

1. All items must be completed before this application will be processed.
2. A site plan must accompany each application.
  - a. The site plan must show all existing buildings, lot lines and dimensions.
  - b. Well and septic systems.
  - c. Driveways, roads & highways.
  - d. Pertinent information such as distance to lake, width of project, height of ice ridge, etc.
  - e. If topography is unusual, show elevation levels.
  - f. Show "Proposed Project Area".
  - g. Indicate North point and slope of land.
3. Include ground-level photographs showing lake and upland conditions at the project site.
4. A **\$395.00** fee must accompany each conditional use application. Make check payable to the "Cass County Treasurer".
5. Accurate property descriptions (Parcel ID#) must be given and these are usually found on your tax statement or deed. Applicant must own property, have a valid lease, or be an authorized representative.
6. **PLEASE INCLUDE YOUR PROPERTY ADDRESS** or directions to property from a prominent point or landmark on the application in order for the zoning inspectors to find your property.
7. Locate and mark property lines or corner markers on the ground. Stake out the area of proposed project so that it is readily apparent to the inspector.
8. When you have completed the application and all accompanying plans, etc., mail or deliver it in person to the **Environmental Services Department, Cass County Courthouse, PO Box 3000, Walker, MN 56484** along with the fee.
9. Accurate information must be given, as permits are granted on the express conditions that the person to whom it is granted, his agent, employees and workmen shall conform in all respects to the Cass County Land Use Ordinance. **This permit may be revoked at any time upon violation of the ordinance.**
10. You will be notified by mail as to the date and time of the hearing on your application.
11. The applicant is responsible for securing any other local, state, or federal permits that may be required. **NOTE: If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and Army Corps of Engineers Regulations.**

I have read and fully understand the above instructions. I hereby swear that all information provided in this application is true and correct.

APPLICANT SIGNATURE\_

DATE

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# **CONDITIONAL USE PROCESSING AND REVIEW POLICY**

In order for Cass County to comply with Minnesota Statutes, Chapter 15.99 (processing time deadlines for agency action), these policy steps must be fulfilled before the Cass County Environmental Services Department (ESD) will accept a conditional use application as complete:

A. A pre-application meeting must be held between the applicant and ESD personnel to determine which of the following additional information items must be provided.

- A topographic survey showing 2 foot contour intervals.
- A topographic survey showing 10 foot contour intervals.
- Location and size of all wetlands.
- Location and dimensions of all structures.
- Individual sewage treatment system site evaluation.
- Individual sewage treatment system design submitted with this application.
- An approved MPCA Stormwater Permit if project disturbs over 1 acre.
- An engineered grading and erosion control plan.
- In shoreland areas, a vegetation or restoration plan.

## **FOR EXTRACTIVE USE APPLICATIONS—ENGINEERED PLANS AND DRAWINGS INDICATING:**

- Plans and specifications that meet the requirements of Section (1107) of the Land Use Ordinance of Cass County, Minnesota
- Existing conditions and contours
- Operation phase cross sections
- Closure grading plan and contours
- Finished seeding and erosion control plan

## **ALL PROPOSED PROJECT PLANS MUST BE DRAWN TO SCALE AND 15 COPIES SUBMITTED AT THE TIME OF APPLICATION.**

The pre-application meeting was held on \_\_\_\_\_ (date). It was agreed that the items checked above would be required for this application to be complete.

\_\_\_\_\_  
**Environmental Services Dept.**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Applicant or Agent**

\_\_\_\_\_  
**Date**

**A conditional use permit may be granted if the Planning Commission finds that the following criteria are met. Please summarize facts as they relate to your property with regard to these factors:**

1. Will this proposed use conflict with the intent of the Cass County Land Use Ordinance or other applicable rules?

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2. Will the proposed use cause any unreasonable adverse effects on adjacent properties?

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3. Will the proposed use substantially diminish property values within the surrounding area? \_\_\_\_\_

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4. Will the proposed use impede the normal and orderly development and improvement of surrounding property for uses predominant in the area?

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5. Is the location and character of the proposed development consistent with a desirable pattern of development? \_\_\_\_\_

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# Conditional Use Permit

Parcel ID # \_\_\_\_\_

Applicants Name: \_\_\_\_\_

Applicant is: **Owner:** \_\_\_\_\_ **Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Day Time Phone: \_\_\_\_\_

Applicant Date of Birth: \_\_\_\_\_

Township: \_\_\_\_\_

Section : \_\_\_\_\_ Twp: \_\_\_\_\_ Rg: \_\_\_\_\_

E-911 Address: \_\_\_\_\_

Lake, River, Stream \_\_\_\_\_

Classification: \_\_\_\_\_

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***Property Owners Signature***      ***Date***

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***Applicants Signature ( if different than Owner)***

## ***Office Use Only***

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_

Check # \_\_\_\_\_ Receipt: \_\_\_\_\_

Date Field Inspected: \_\_\_\_\_

**Date Application filed with ESD**

**Applicant assisted by:**

**Applicant & MN/DNR notified:**

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**Filing Acknowledgement by:**

**Date of hearing:**

**This Conditional Use Application is**

**hereby**

**Approved: \_\_\_\_\_ Denied: \_\_\_\_\_**

**By the Cass County Planning  
Commission**

**Date: \_\_\_\_\_**

**By: \_\_\_\_\_**

## **Property Information:**

Property Became Lot of Record \_\_\_\_\_

Lot Width: \_\_\_\_\_

Lot Depth: \_\_\_\_\_

Water Frontage: \_\_\_\_\_

Total Acres: \_\_\_\_\_

ROW Setback \_\_\_\_\_ Lake Setback \_\_\_\_\_

Property Line Setback \_\_\_\_\_

Building Height: \_\_\_\_\_

Previous Owner: \_\_\_\_\_

Year Sold: \_\_\_\_\_

Year ISTS installed: \_\_\_\_\_

Date of Last Inspection: \_\_\_\_\_

Section of Ordinance: \_\_\_\_\_

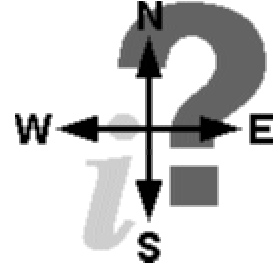
Requested Use: \_\_\_\_\_

***See Meeting Minutes for Conditions &***

***Finding of Fact:***

**CASS COUNTY ENVIRONMENTAL SERVICES**

**SKETCH DESIGN SHEET**



I hereby certify and agree that the above sketch accurately represents the work to be done in conjunction with this permit or restoration order.

APPLICANT OR AGENT SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_