

**SHERBURNE COUNTY
PLANNING & ZONING ADMINISTRATION**

13880 Business Center Drive
Elk River, MN 55330
763-765-4450 or 1-800-438-0578 - Fax: 763-765-4467

Application for Conditional Use Permit (CUP)

CUP (Minor)	\$450	Application Fee	Receipt No _____
CUP (Major)	\$700	Application Fee	
CUP Amendment	\$350	Application Fee	Date paid _____
	\$ 46	Recording Fee	
Fees are Non-Refundable		\$_____ Total Paid	Date of Complete Application: <i>(for Office use)</i>
Fees include up to 5 hours staff time. Staff time exceeding 5 hours on one application will be charged at the Cost for Employee Time rates.			____ / ____ / _____

To be completed by applicant

Applicant's Name: _____ Daytime Phone: _____

Applicant's Address: _____ Cell Phone: _____

_____ Email: _____

Property Owner(s): _____

Property Owner's Address: _____

Legal Description: _____

Acreeage: _____ Section: _____ Township: _____ Range: _____

PID: _____ Zoning District: _____

Shoreland #: _____ Lake Name: _____ Lake Classification: _____

Record of last septic upgrade: _____ or Compliance Inspection: _____

Explanation of Request *(i.e. CUP for a Retail Nursery)*:

Does this request comply with your Protective Covenants (check one)? Yes__ No__ N/A__

Applicant's Signature: _____ Date: _____

Print Name of Applicant: _____

Property Owner(s) Signature: _____ Date: _____

Print Name of Owner(s): _____

By signing this application, the landowner(s) agree to permit the County to enter the property for the purposes of inspecting the applied and/or permitted use.

Applications will not be considered complete until the following has been received
 (Staff will check items for Applicant to submit depending upon the type of project)

- ___ Application to be signed & dated by Applicant(s) and Property Owner(s)
- ___ Fees Paid Receipt #: _____ Recording Fee Paid: _____
- ___ Certificate of Septic Compliance (if the septic system is older than 10 years old, or a passing compliance check has not been completed within the past 10 years).
- ___ Written description of the business, use, and/or activities on the property
- ___ Building Floor Plan, include dimensions
- ___ Site Plan or Aerial Photograph showing all existing and proposed buildings (include dimensions), well, septic, outside storage areas, driveway, pedestrian access, parking areas, and public & private easements.
- ___ Description of the type and number of vehicles used on the property (i.e. cars, trucks, trailers, bobcat, etc.)
- ___ Days and hours of operation
- ___ Number of Employees using the property, including sub-contractors (fulltime and part-time).
- ___ Signage (Must have sign posted with 24hr emergency contact information)
- ___ Existing and proposed screening to hide use from neighboring homes
- ___ Certificate of Insurance
- ___ Bathroom facilities
- ___ How waste is disposed of (copy of waste hauler contract)
- ___ Security Plan
- ___ How any noise, dust, or odors will be mitigated
- ___ Are there any state or federal license or permits required?
- ___ Erosion Control methods
- ___ Wetland Impact Approval, completed by TEP Panel
- ___ Township Comment Form, completed by applicable Town Board
- ___ Comments from County Highway Department
- ___ Comments from MnDOT
- ___ Comments from applicable Fire Department
- ___ Other _____
- ___ Other _____
- ___ Other _____

Application requests will not be scheduled for a public hearing until all comments have been received by the Zoning Office. Return application to:

Sherburne County Planning & Zoning
13880 Business Center Drive
Elk River, MN 55330 or,
Fax: (763) 765-4467

What happens next?

Staff will review your application and mail to you a letter if your application is complete, or a letter stating the reasons why your application is not complete, and what additional information is needed. **It is your responsibility to contact your Town Board to get on their meeting agenda.** (List of Township contacts and meeting dates attached) When you meet with the Town Board, they will make a recommendation for approval or denial. Then your CUP will be scheduled for a Public Hearing with the County Planning Commission, who may also give a recommendation for approval or denial. Your neighbors will be notified of your application and be given an opportunity to speak for or against your request at the Public Hearing. Your CUP will then be reviewed by the County Board for approval, denial, or they may send your request back to the Planning Commission for consideration. The County Board's decision to approve/deny your CUP is then recorded in the Recorder's Office.

It typically takes 2-3 months from the time a complete application is submitted until the County Board approves/denies a CUP. If you have any questions, please call the Zoning Office at (763) 765-4450.