



# Conditional Use Application

## Hubbard County Environmental Services

301 Court Ave., Park Rapids, MN 56470

Phone: 218.732.3890 Fax: 218.732.7993

[www.co.hubbard.mn.us/environmental.htm](http://www.co.hubbard.mn.us/environmental.htm)

## Instructions to Applicant

1. **All items on all pages must be completed in blue ink and submitted in an application before it will be processed.** Incomplete applications will not be accepted and will be returned to the applicant(s).
2. Applicant must own the property or have a valid purchase agreement. If using an agent, an “Authorized Agent Form” must be submitted and both the applicant and agent must sign the conditional use application.
3. A “to scale” or dimensional “Site Plan” of your property must accompany the application and show the following:
  - a. All lot lines with every line’s dimension shown.
  - b. Location and length, width, and height dimensions of all existing and proposed structures/additions.
    - i. Show all existing structures in solid lines.
    - ii. Show proposed structures/additions in dotted lines and label with proposed build start date.
  - c. Location and length and width dimensions of all existing and proposed wells and septic systems.
  - d. Location and length and width dimensions of all existing and proposed driveways, roads, and easements.
  - e. Location and length, width, and height dimensions of any proposed grading/filling project.
  - f. Setback distances for all items shown per 3.b-e from lakeshore, lot lines, and right-of-ways.
  - g. If topography is unusual, show elevation levels.
  - h. Indicate north point and slope of land.
4. Include ground-level color photographs of the proposed project site.
5. Include the \$290.00 non-refundable application fee. Make checks payable to “Hubbard County Auditor/Treasurer.”
6. Accurate parcel ID #s must be given. (Parcel IDs are shown on your tax statement and sometimes on your deed.)
7. Provide a copy of your deed(s) or valid purchase agreement for the property on which the cond. use is requested.
8. Provide written directions from Park Rapids to your property (include your E911 address.) If your property does not have an E911 address, provide an adjacent property’s E911 address and the direction your property is from it.
9. Locate and mark your property lines or lot corner monuments and stake out or flag the proposed project area(s) so they are clearly visible to the Planning Commission Lot Viewal Committee on the lot viewal date.



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10. A current certificate of compliance for your septic system(s) must be submitted with your application. If you apply between Nov. 1 – April 30 and the ground is frozen such that a compliance inspection cannot be done, then a “ISTS Compliance Inspection/Field Evaluation Agreement” must be submitted with your application in lieu of a current certificate of compliance. A ISTS site design must be submitted for any application proposing a new sewer structure or additional bedroom(s).
11. When you have completed the application and all accompanying plans, etc., mail or deliver it and the application fee in person to: **Hubbard County Environmental Services, 301 Court Avenue, Park Rapids, MN 56470**. Applications must be complete and received by 4:30 p.m. on the application deadline date in order to be placed on the corresponding Planning Commission meeting agenda. Applications found to be incomplete will be returned.
12. You will be notified by mail as to the date and time of the lot viewal and hearing on your application.
13. If your conditional use application is approved, you **must** still obtain your \$75.00 conditional use operating permit and all other necessary permits before being able to legally start your project(s).
14. The applicant is responsible for securing any other local, state, or federal permits that may be required. **If this application involves work in wetlands, additional permits and approvals will be required to comply with the Minnesota Wetlands Conservation Act and U.S. 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.**

A parcel(s) in joint ownership must provide written permission of all owners below:

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of authorized agent(s): \_\_\_\_\_ Date: \_\_\_\_\_

When agent(s) used, signatures of both owner(s) and agent(s) are required.



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## Conditional Use Application Procedure

1. In order for Hubbard County to comply with Minnesota Statute 15.99 (processing time deadlines for agency action), a pre-application meeting must be held between the applicant and Environmental Services staff 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.

\_\_\_ 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.

\_\_\_ A grading and erosion control plan with itemized 3-D dimensions (in ft.) and volumes (in cu. yds.) for all proposed topographic alterations.

\_\_\_ Other: \_\_\_\_\_.

The pre-application meeting was held on \_\_\_\_\_, 20\_\_\_. It was agreed by the applicant(s) and Environmental Services staff that the items checked above are required for this conditional use application to be complete.

A parcel(s) in joint ownership must provide written permission of all owners below:

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Env. Services staff: \_\_\_\_\_ Date: \_\_\_\_\_

When agent(s) used, signatures of both owner(s) and agent(s) are required.

2. Submit your complete application to the Environmental Services Department along with the application fee.



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3. If the Environmental Services Department determines that the application is complete, it will be placed on the next available Planning Commission meeting agenda.
4. The Planning Commission Lot Viewal Committee and Environmental Services Officer will visit the property on which the proposed use is to be located. It is highly recommended that you be present at the site visit to explain your proposed use to the Lot Viewal Committee. You will be notified of the site visit date and time.
5. The Planning Commission will consider your application during a regularly scheduled meeting. It is highly recommended that you be present at the meeting to explain your application and answer any questions the Planning Commission has concerning your application. You will receive notice of the meeting date, time, and location. The Planning Commission may recommend approval, approval with conditions, or denial of your application. The Planning Commission may also table your application.
6. Once the Planning Commission acts on your application, it is then placed on the next available County Board meeting agenda. You will receive notice of the meeting date, time, and location. The County Board has final authority to approve, approve with conditions, table, or deny your application.
7. If the County Board approves your application, you must then obtain a \$75.00 conditional use operating permit before you can legally start your approved conditional use. The County Board may place conditions on your application's approval that must be satisfied before your operating permit can be issued.
8. Once your operating permit is issued, you may start and operate your conditional use as approved.
9. Your conditional use permit can only be modified by applying for and receiving approval of an amendment.

**See next page to begin filling in Conditional Use Permit Application form.**



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**Blue ink must be used to complete this application.**

Owner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Agent Name(s): \_\_\_\_\_ (Attach completed "Authorized Agent Form.")

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

E911 Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

Legal Description: \_\_\_\_\_

Attach a copy of your deed(s) or valid purchase agreement.

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Township Name: \_\_\_\_\_

Lake Name: \_\_\_\_\_ River Name: \_\_\_\_\_

Do you own land adjacent to this parcel(s)?  Yes  No

If yes, list tax parcel number(s): \_\_\_\_\_; \_\_\_\_\_; \_\_\_\_\_

**Explain your requested conditional use:** Give details of the type, size, purpose and any other relevant information regarding your proposed use. Attach additional sheets labeled "Conditional Use Request", if necessary.

**Application Fee: \$290.00 Payable to "Hubbard County Auditor/Treasurer."**

If any of the information provided by the applicant in his/her application is later found or determined by the County to be inaccurate, the County may revoke the permit/variance based upon the supplying of inaccurate information.

**A parcel(s) in joint ownership must provide written permission of all owners below:**

Signature of owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of authorized agent(s): \_\_\_\_\_ Date: \_\_\_\_\_

When agent(s) used, signatures of both owner(s) and agent(s) are required.

### For Office Use

Date of application: \_\_\_\_\_ Filing acknowledgement by: \_\_\_\_\_ Receipt #: \_\_\_\_\_ App. #: \_\_\_\_\_

Date, time, and place of public hearing: \_\_\_\_\_

Applicant and MN DNR notified on: \_\_\_\_\_

# Site Plan

Required for ALL permit applications

The form consists of a large, empty rectangular box with a black border. Along the top and bottom edges of this box, there are 14 vertical tick marks, evenly spaced. This grid is intended for drawing a site plan, including buildings, setbacks, and other property features.

You **must** include all buildings and additions, well(s), and septic system(s) existing and proposed, on your property and label them. You **must** also include all dimensions (including height) of the buildings as well as all setbacks to property lines, lakes or rivers, roads, and any other pertinent setbacks. See reverse side of "Site Plan" for example sketch.

I hereby swear that the information provided in this sketch is true, accurate, and complete.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

# Site Plan

Required for ALL permit applications

## Instructions

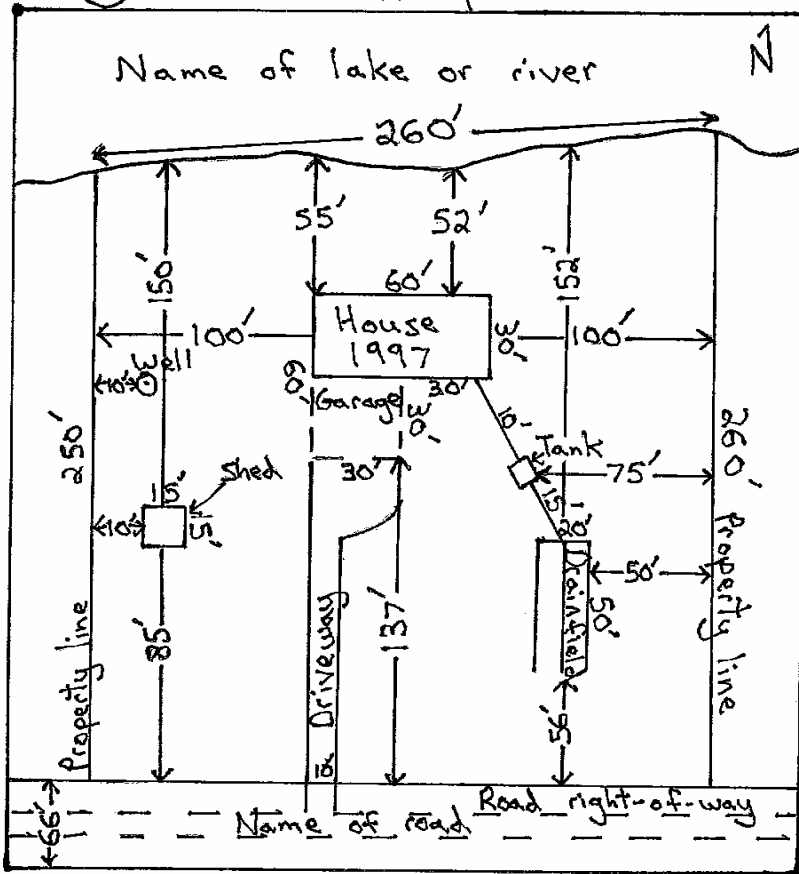
A "to scale" or dimensional "Site Plan" of your property (see Example 1 below) must accompany each application and show the following:

- All lot lines with every line's dimension shown.
- Location and length, width, and height dimensions of all existing and proposed structures/additions.
  - Show all existing structures in solid lines and label with year constructed.
  - Show proposed structures/additions in dotted lines and label w/proposed build start date.
- Location and length x width dimensions of all existing and proposed wells and septic systems.
- Location and length x width dimensions of all existing and proposed driveways, roads, and easements.
- Location and length, width, and height dimensions of any proposed grading/filling project.
- Setback distances for all items shown per **b-e** from lakeshore, lot lines, and right-of-ways.
- If topography is unusual, show elevation levels.
- Indicate north point and slope of land.

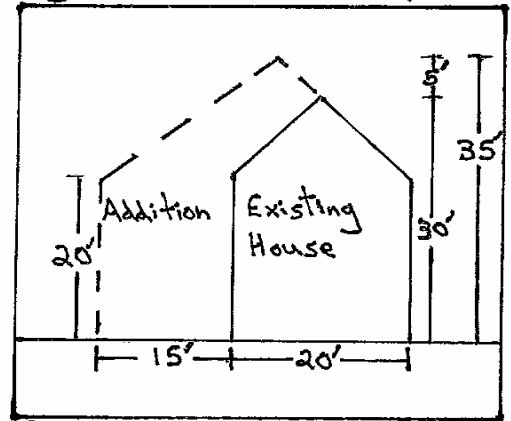
**Note:** Building permits/variance applications for new structures and additions to existing structures also require separate side profile sketches of the structure and/or addition showing all dimensions—specifically height—measured in feet. See Example 2 below.

**Note:** Shoreland alteration permits/variance applications also require a separate cross-section sketch of each proposed project area showing all dimensions—length, width, and height—measured in feet. See Example 3 below.

① Site Plan Example



② Side Profile Example



③ Cross-Section Example

