CASS COUNTY CONDITIONAL USE APPLICATION

INSTRUCTIONS TO APPLICANT

--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. A $450.00+$46.00 Rec Fee = $496.00 must accompany each conditional use application. Make check payable to the “Cass County Treasurer”.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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.

9. You will be notified by mail as to the date and time of the hearing on your application.

10. 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

___________________________________                                 ____________________
### Conditional Use Permit

**Parcel ID # _______________________________**

**Applicants Name__________________________**

Applicant is: **Owner: ____ Agent__________**

**Property Owner’s Mailing Address:**

________________________________________

City, State, Zip: ___________________________

Day Time Phone: __________________________

Township: _______________________________

Section ________ Twp: _______ Rg: __________

E-911 Address: ___________________________

Lake, River, Stream________________________

Classification: ____________________________

**Property Owners Signature        Date**

**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:**

_____________________________________

**Filing Acknowledgement by:**

_____________________________________

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**Date of hearing:**

_____________________________________

This Conditional Use Application is:

Approved: _________ Denied: _________

By the Cass County PAC

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 SSTS installed: _________________

Date of Last Inspection:_______________

Section of Ordinance: ________________

Requested Use: _____________________

____________________________________

See Meeting Minutes for Conditions & Finding of Fact:
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: ________________________________
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.
- Subsurface sewage treatment system site evaluation.
- Subsurface sewage treatment system design submitted with this application.
- An SWPPP 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

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