

ENVIRONMENTAL SERVICES

88 South Park Avenue, Le Center MN 56057

Website: www.lesueurcounty.gov

Phone: 507-357-8538 Email: EnvServices@lesueurcounty.gov



Le Sueur County
ENVIRONMENTAL
SERVICES

Application - Interim Use Permit - Grading, Excavating, & Filling

Activities that involve topographic alterations in all districts shall conform to the standards in Section 18 of the Le Sueur County Zoning Ordinance. Activities within a Shoreland district shall also conform to the standards in Section 13 of the Le Sueur County Zoning Ordinance.

In addition, any activities in any Type wetland shall be evaluated in accordance with the Wetland Conservation Act (WCA) regulations, as administered by the Department & the Le Sueur County Soil & Water Conservation District (SWCD).

I. Applicant:

Name _____
Mailing Address _____
City _____ State _____ Zip _____
Phone # _____ Phone # _____

II. Landowner:

Name _____
Mailing Address _____
City _____ State _____ Zip _____

Property Address _____
City _____ State _____ Zip _____
Phone # _____ Phone # _____

III. Parcel Information:

Parcel Number _____ Parcel Acreage _____
Attach Full Legal Description (**NOT** abbreviated description from tax statement)
Township _____ Section _____
Subdivision _____ Lot _____ Block _____

IV. Township Notification: Township must be notified of proposed use prior to application.

_____ Township notified on _____
(Township Name) (Date)

Board Member _____ regarding the proposed use.
(Name)

V. Quantities and Submittal Formats:

- One (1) reproducible 8.5" x 11" copy of the request and all other supporting documents.
- An electronic version of any supporting documents is preferred, *if available*.
- Additional copies may be requested as deemed necessary by the Department.

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VI. Fees:

IUP Application:	\$	950
Time Extension:	\$	750
After the Fact Application:	\$	1900
Filing Fee:	\$	46
Special Meeting:	\$	2,000
After the Fact Penalty:	\$	1,500 OR 10% of value of improvement (whichever is greater)

VII. Type of Request:

- Non-Shoreland** Outside Bluff Impact Zone: Cubic yards of material movement: _____
- Within Bluff Impact Zone: Cubic yards of material movement: _____
- Within Bluff: Cubic yards of material movement: _____

TOTAL cubic yards of material movement: _____

- Shoreland** Outside Shore Impact Zone: Cubic yards of material movement: _____
- Within Shore Impact Zone: Cubic yards of material movement: _____
- Within Bluff Impact Zone: Cubic yards of material movement: _____
- Within Bluff: Cubic yards of material movement: _____

TOTAL cubic yards of material movement: _____

- Assurance security shall be required for projects that are >1500 cubic yards.**

VIII. Description of Request:

a. A full description of request with detailed information including what operations are to occur and what general types of equipment may be used in the operation must be attached.

b. Complete the following in relationship to the proposed Conditional Use Permit.

1. **ENVIRONMENTAL IMPACT:** _____

2. **ADVERSE IMPACT ON SURROUNDING AREAS:** _____

3. **STORMWATER RUNOFF:** _____

4. **ANY PART OF THE PROJECT EXTEND BELOW OHWL:** _____

5. **WETLAND IMPACT:** _____

6. **SLOPE STABILITY:** _____

7. **CERTIFICATE OF INSURANCE:** _____

8. **ANTICIPATED DATE OF COMPLETION:** _____

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IX. Site Plan: Shall include but not limited to the following:

- **Parcels < 5 AC** = 2-foot contours depicting existing and proposed topography.
- **Parcels 5-20 AC** = 5-foot contours depicting existing and proposed topography.
- **Parcels >20 AC** = 10-foot contours depicting existing and proposed topography.

- Location of grading, excavating, and/or filling sites.
- Location of areas for obtaining fill or disposing of excavated materials.
- Tree inventory of all trees, indicating trees to be cut or removed.
 - (Caliper of 6 inches or greater measured 4.5 feet from ground level).

● North Point	● Lake	● Existing Structures	● Septic System
● Setbacks	● River	● Proposed Structures	● Well
● Property Lines	● Wetlands	● Lot Dimensions	● Access (Size & Location)
● Road Rights-of-Way	● Streams	● Easements	● Drainage
	● Ponds	● Landscape, Screening, and/or Buffering	

**** Site Plan & As-Built must be completed by a surveyor or professional engineer. ****

X. Restoration Plan: Shall include but not limited to the following:

- Areas of restoration shall include the application of a minimum of 4 inches of topsoil or similar material that will support plant growth. *(Must be included in calculation for cubic yards of material.)*
- Reseeded areas indicated with type of vegetation. *(Shall meet minimum standards by the SWCD)*
- Tree replacement plan. *(Areas located within the Bluff Impact Zone, Bluff, Shoreland & Conservancy Districts) - The Root zone of existing trees shall be preserved and protected during development.*
 - Replace one tree for every tree that is removed.
 - Replacement trees shall have a minimum caliper of 2 inches at 4.5 feet from ground level.

XI. Attachments: Shall include but not limited to:

- a. **Description of Request** - See Part VIII for full details and requirements.
- b. **Site Plan** - See Part IX for full details and requirements.
- c. **Full Legal Description** - Not abbreviated description from tax statement.
- d. **Access Approval** - Attach approval in writing from proper road authority.
- e. **Township Notification** - See Part IV for details and requirements.
- f. **Septic System Compliance Inspection** (when applicable)
- g. **Erosion Control Plan** - Attach completed and signed plan including map.
- h. **Restoration Plan** - See Part X for full details and requirements.
- i. **Approved Stormwater Pollution Prevention Plan** – If required, must meet NPDES requirements and prepared by a licensed professional engineer

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XII. Procedure:

- a. A pre-application meeting is highly recommended. Please note, applications submitted without having a pre-application meeting may need to be delayed if the submitted application cannot be deemed complete prior to the required application deadline. **Please note that scheduling an Appointment for this meeting is required.**
- b. An application must be submitted either in person or electronically by the applicant and/or landowner no later than 2 P.M. on the date of application deadline.
- c. All required information must be submitted at the time of application, or the application may not be deemed complete.
- d. Incomplete applications shall be placed on Hold until such time all required information is submitted.
- e. **All fees shall be paid at the time of application.**
- f. The Planning Commission shall hold a public hearing on the proposed Interim Use Permit at a scheduled Planning Commission meeting.
- g. The Planning Commission is an advisory board to the County Board of Commissioners and will make a recommendation to the County Board.
- h. The Department shall report the Findings and recommendations of the Planning Commission to the County Board for final decision.
- i. Action by the County Board shall be a majority vote of its members.
- j. The Department shall notify the applicant and/or landowner in writing of the County Board decision.
- k. A certified copy of the Interim Use Permit shall be filed with the Le Sueur County Recorder by the Department.

XIII. Acknowledgement:

I understand that Le Sueur County will never request payment from applicants via wire transfer, gift cards, cryptocurrency, or any other unconventional or insecure method. Any such request should be considered fraudulent and treated as a scam.

If I receive a suspicious communication claiming to be from Le Sueur County and asking for payment, I will not respond or send any money. Instead, I will immediately report the incident to Le Sueur Environmental Services Department and to the appropriate authorities, such as the Federal Trade Commission (FTC) or local law enforcement.

By signing below, I acknowledge this policy and agree to remain vigilant against potential scams

XIV. Signatures:

I hereby certify that I am either the owner of the subject property or have been authorized on behalf of the landowner to apply for this permit. I have read this application and swear the submitted information is true and correct. All provisions of the laws and ordinances governing this work will be complied with whether specified herein or not. I fully understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local laws regulating construction or the performance of construction. I understand the information I provided for this application will be utilized to determine suitability under the ordinances of Le Sueur County and any omissions or erroneous information provided may result in the permit not being issued. I also understand that by applying for this permit, I grant Le Sueur County Environmental Services Department staff authority to access the above property for inspections throughout the application and permitting process.

Applicant signature

Date

Property Owner signature

Date