

ENVIRONMENTAL SERVICES

88 South Park Avenue, Le Center MN 56057

Website: www.lesueurcounty.gov

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



Application – Conditional Use Permit

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:

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

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VI. Fees:

CUP 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. Zoning:

- | | |
|---|---|
| <input type="radio"/> Conservancy | <input type="radio"/> Agricultural |
| <input type="radio"/> Urban & Rural Residential | <input type="radio"/> General Business |
| <input type="radio"/> General Industry | <input type="radio"/> Special Protection |
| <input type="radio"/> Recreational Residential | <input type="radio"/> Recreational Commercial |

VIII. Type of Request:

IX. Description of Request:

a. A full description of request with detailed information must be attached.

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

- Proposed Days & Hours of Operation: _____
- Estimated Daily Trips Generated by the Proposed Use: _____
- List of Public Sanitation Plans:
 - Water Supply: _____
 - Restroom Facilities: _____
 - Solid Waste Collection: _____
- Fire Prevention: _____
- Security Plans: _____
- Retail Sales: _____
- Food and/or Alcohol served or for Sale: _____

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8. Describe any services requested to be provided by the County:

9. Describe the use of any Amplified Sound:

10. Describe the use of any Exterior Lighting:

11. Describe the management of Parking and Loading:

12. All Proposed Signage: _____

13. Road Access (Approved by the Road Authority): _____

14. Certificate of Insurance; _____

15. Meet all Applicable County, State, & Federal Regulations (additional licensing / permitting):

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

- 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
- Parking
- Ponds
- Landscape, Screening, and/or Buffering

**** Site Plan & As-Built may be required to be completed by a licensed surveyor or professional engineer. ****

XI. **Attachments:**

- Description of Request - See Part IX for full details and requirements.
- Site Plan - See Part X for full details and requirements.
- Full Legal Description - Not abbreviated description from tax statement
- Access Approval - Attach approval in writing from proper road authority
- Township Notification - See Part IV for details and requirements
- Septic System Compliance Inspection (when applicable)
- Erosion Control Plan - Attach completed and signed plan including map
- Floor Plans and/or Building Plans

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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 Conditional 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 Conditional 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:

Applicant signature

Date

Property Owner signature

Date