

# APPLICATION FOR CONDITIONAL USE PERMIT



## Waseca County Planning and Zoning Office

300 North State Street  
Waseca, Minnesota, 56093

Phone: 507-835-0650 Fax: 507-837-5310

Website: [www.co.waseca.mn.us](http://www.co.waseca.mn.us)

Form no. PZ081009

- Fees: 1. CUP Fee (check payable to Waseca County): **\$600.00**  
2. County Recorder (check payable to Waseca County Recorder): **\$46.00**

1. Name of Applicant:

Email Address:

\_\_\_\_\_  
(First) (Middle) (Last)

2. Address of Applicant:

Phone Number:

\_\_\_\_\_  
(Address) (State) (ZIP)

3. Name of Property Owner:

Email Address:

\_\_\_\_\_  
(First) (Middle) (Last)

4. Address of Owner:

Phone Number:

5. Street address of Property Involved:

Parcel ID#:

6. Legal Description (Full) of Property involved (*attach if necessary*):

7. Present Zoning District:

9. Zoning ordinance Section authorizing  
Special Permit:

8. Present Use of Property:

10. Proposed Use of Property:

11. Description of Request:

12. Applicants are responsible to contact:

- I) Affected Township (see pg. 7 for Township Recommendation Form);
- II) MNDOT (Angie Piltaver @ [angela.piltaver@state.mn.us](mailto:angela.piltaver@state.mn.us)), if adjacent to a State Highway;
- III) DNR (Dan Girolamo @ [daniel.girolamo@state.mn.us](mailto:daniel.girolamo@state.mn.us)), if impacting shoreland (i.e. 300 feet to river or stream or 1000 feet to a lake)

**APPLICATION FOR CONDITIONAL USE PERMIT**

**13. Criteria for granting conditional use permits. The Planning Commission shall not recommend a conditional use permit unless it shall determine the following:**

*(Note: Please attach responses to the criteria on a separate sheet if necessary)*

**(a) Will the proposed use have an impact (adverse) on the health, safety and general welfare of the occupants in the surrounding neighborhood?**

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**(b) Will the proposed use have an impact (adverse) on traffic conditions including parking?**

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**(c) Are there adequate public utilities, public services, roads and schools to support the proposed use of the property?**

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**(d) Will the proposed use have an effect (adverse) on property values or future development of land in the surrounding neighborhood?**

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**(e) Is the proposed use of the property consistent with the goals and policies adopted in the Comprehensive Plan?**

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**(f) Does the proposed use meet the standards of the zoning ordinance, including that the use is allowed with a conditional use permit in the designated zoning district in which it is proposed?**

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**(g) Will the proposed use have an effect (adverse) on the environment, including pollution and including impacts on groundwater, surface water and surface water runoff, and air quality?**

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**(h) Will the proposed use have an effect (adverse) on existing natural, historic, or scenic views or features in the surrounding neighborhood?**

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**(i) Are there other provisions within the Unified Development Code, state law or federal law that will impact the approval of the conditional use permit?**

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14. **Exhibits** to be submitted as specified in §3.07 of Waseca County Unified Development Code (UDC).

Applications for conditional use permits shall be filed with the Zoning Administrator with required fees. The application shall be accompanied by a site plan showing such information as is necessary to show compliance with this ordinance, which may include:

1. Site plan drawn at scale showing parcel and building dimensions;
2. Location of all buildings and their square footage;
3. Location of curb cuts, driveways, access roads, parking spaces, off-street loading areas and sidewalks;
4. Landscaping and screening plans;
5. Drainage plan;
6. Sanitary sewer and water plan with estimated use per day;
7. Soil type;
8. In shoreland areas a thorough evaluation of the waterbody and the topographic, vegetation and soils condition on the site must be made to ensure:
  - a. The prevention of soil erosion and other possible pollution of public waters, both during and after construction;
  - b. The visibility of structures and other facilities as viewed from public waters is limited;
  - c. The site is adequate for water supply and on-site sewage treatment; and
  - d. The types, uses and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.
9. A calculation of the amount of impervious surface prior to development and following the proposed development; and
10. Any additional data reasonably required by the Zoning Administrator, Planning Commission or County Board.
11. Township Recommendation Form
12. MNDOT, if adjacent to a State Highway, contact Angie Piltaver @ [angela.piltaver@state.mn.us](mailto:angela.piltaver@state.mn.us)
13. DNR, if impacting shoreland (i.e. 300 feet to river or stream or 1000 feet to a lake), contact Dan Girolamo @ [daniel.girolamo@state.mn.us](mailto:daniel.girolamo@state.mn.us)

15. **Acknowledgement and Signature:** The undersigned hereby represents upon all of the penalties of law, for the purpose of inducing the Waseca County to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinances of the Waseca County and the laws of the State of Minnesota. The undersigned hereby consents that Waseca County officials, employees, appointed commissioners and consultants hired by the County may enter the property to inspect layout of structures, proposed placement of planned structures or additions, and other property's site features and dimensions.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date:

## ARTICLE 3: DEVELOPMENT REVIEW PROCESSES AND REQUIREMENTS

### §3.05 SITE PLANS.

- (A) **Site plans required.** Site plans are required to assure that the development meets the stated purposes and standards of the zoning district in which it is located; to allow the planning staff to review a zoning application for compliance with this code; to provide for the necessary public facilities such as roads and utilities; and to protect and preserve topographical features and adjacent properties through appropriate siting of structures and landscaping. A site development plan is required with applications for the following:
- (1) New uses and significant expansions of existing uses, which increase the assessed value of the structure more than 50% as determined by the County Assessor, other than exclusively single family residential uses;
  - (2) Where otherwise specified in Articles 3, 4, 5 and 6 of this ordinance; and
  - (3) The Zoning Administrator may waive some of the requirements for required herein for zoning permits.
- (B) **Site plan requirements.** Whenever this ordinance requires submission of a site plan the applicant shall submit 15 paper copies and an electronic version (AutoCAD) in a form acceptable to the Zoning Administrator of a site plan prepared by an engineer, landscape architect, architect or other similar licensed professional and meeting the following specifications and showing the data listed.
- (1) Application information:
    - (a) Names of all property owners;
    - (b) Address of property including street, city and zip code; and
    - (c) Existing and requested zoning classification, use of property, number of employees if applicable.
  - (2) Specifications.
    - (a) Paper sized 11 inches by 17 inches; additional larger format copies may be submitted in addition to the 11 inches by 17 inches format.
    - (b) Drawn to scale of not less than one inch equals 50 feet, unless otherwise approved by the Zoning Administrator.
  - (3) All existing and proposed site conditions shall be shown, including:
    - (a) Existing and proposed contour lines at intervals no greater than five feet, referred to USGS datum;
    - (b) Location and dimensions of lot boundaries;
    - (c) Flood hazard areas as designated on FEMA flood hazard boundary maps;
    - (d) Watercourses and wetlands;
    - (e) Any unique natural features including wooded areas; and
    - (f) Location and dimensions of all existing structures. The structure must be labeled (e.g., existing warehouse, dwelling) and use must be labeled as well (e.g., storage of contractor's equipment, single-family residence.) Each structure must delineate its square footage and dimensions to existing and/or proposed lot lines. Structures include:
      1. Buildings;
      2. Wells;
      3. Fences;
      4. Septic tank and septic field locations;
      5. Retaining walls;
      6. Utility poles;
      7. Walkways;
      8. Signs;
      9. Location, dimensions and uses of each existing platted street, highway, railroad or utility easement;
      10. Identification of parks and other public open space within or adjacent to the proposed development;
      11. Existing parking spaces, number, dimensions and drives;
      12. All existing storm and sanitary sewer lines, water lines, gas lines, culverts or other underground installations within the proposed development or immediately adjacent, with pipe size (if available) and locations shown;
      13. Layout, lot numbers and scaled dimensions of each lot in each block of any proposed subdivision;
      14. Names, locations and dimensions of all proposed streets, roadways, alleys and pedestrian ways;

15. Other property lines, proposed right-of-way lines, building setback lines;
16. Location, dimensions and uses of any proposed street, highway, railroad or utility easements;
17. Existing and proposed parking spaces with dimensions and class (including handicapped) with a notation of the number of spaces required and the number provided. Proposed parking drive areas with proposed direction of traffic flow;
18. Access to all public or private streets and radius of curvature of ingress and egress drives;
19. Circulation patterns of traffic;
20. Location, intensity, height, spacing and shielding of all exterior lighting; and
21. Locations of outside refuse collection areas, and the type of screen to be provided to enclose the container from the public view.

(4) The following information shall also be noted on the plan:

- (a) Date site plan was prepared or date when surveyed;
- (b) North arrow and scale of drawings;
- (c) Title block including the name, address, phone number and profession of the person preparing the site plan or plat, and the architect's, engineer's or surveyor's professional seal, the date and the date of all revisions. Title blocks shall meet requirements of state law;
- (d) Name, address, phone number and signed consent of all property owners;
- (e) Ownership, land-use and zoning of all adjoining properties within 500 feet of the proposed development, and when adjoining properties are part of a recorded subdivision, the name of that subdivision;
- (f) Type of water supply and sewage disposal and if storm sewer is available; and
- (g) Other information deemed necessary by the Planning Commission or Board.

**(C) Review of site plans.** Unless specified otherwise in this ordinance for land division applications, a site plan may be approved by the Zoning Administrator upon concurrence of all the appropriate county departments or other appropriate agencies as indicated on a site plan review form.

**COUNTY OF WASECA  
PLANNING AND ZONING CHECKLIST  
CONDITIONAL USE PERMIT APPLICATION**

This checklist covers items needed for a complete planning and zoning application.  
All items are required for consideration of an application as outlined in the Waseca County Zoning Ordinance.

**Required Submittals**

- Complete Application Form
  - Full legal description of parcel. Your legal description can be found on your abstract or from the Waseca County Recorder's Office for a minimal fee.
  - Provide the names and address of the applicant, the owner of the site and any architect, professional engineer or contractor (and their license numbers), employed by the applicant, and the signature of the applicant and the owner.
  - Notarized signature of the lessee and the owner of the owner of the affected property. A driver's license or identification card will be required by the Notary Public on staff.
  - Include photographs of the property to illustrate the condition of the property.
  - Indicate the Section of the Ordinance under which the Conditional Use is allowed and the grounds on which the permit is requested. (The Planning and Zoning Office can assist you with the proper section).
  - Township Recommendation Form
- Site Plan**, drawn to scale showing the following required elements
  - Lot dimensions, width and depth of property involved
  - North Arrow
  - Location of curb cuts, driveways, access roads, parking spaces, off-street loading areas, and sidewalks.
  - Landscaping and screening plans
  - Drainage plan
  - Sanitary sewer and water plan with estimated use per day
  - Soil type
  - Accurate site plan showing the locale, size, shape, height, and use of all existing buildings and all proposed buildings
- In Shoreland Overlay District areas a thorough evaluation of the waterbody and the topographic, vegetation, and soils condition on the site must be made to ensure:

  - The prevention of soil erosion and other possible pollution of public waters, both during and after construction;
  - The visibility of structures and other facilities as viewed from public waters is limited;
  - The site is adequate for water supply and on-site sewage treatment; and
  - The types, uses, and numbers of watercraft that the project will generate are compatible in relation to the suitability of public waters to safely accommodate these watercraft.
- Other** \_\_\_\_\_
- Floor layout showing interior room dimensions for each level of the building.
- Certificate of Survey by a registered land surveyor, containing the following required elements:
  - Grading and Drainage Plan
  - Topographic Map
- Other \_\_\_\_\_
- Application Fee**, payable to **Waseca County**
  - \$600.00 Conditional Use Permit(FEE IS DOUBLED IF CONSTRUCTION OR ACTIVITY BEGAN WITHOUT PERMIT)
  - \$46 for recording CUP (if approved) at the Waseca County Recorder

**Application Due Date:** To be considered on the next available public hearing date, a complete application, including all required submittals, must be received no later than the date on the attached schedule.

Contact Waseca County Planning & Zoning for more information 507.835.0650  
300 North State Street, Waseca MN 56093  
<http://www.co.waseca.mn.us>