CONDITIONAL USE PERMIT APPLICATION

Applying for a conditional use permit can sometimes be a confusing process for many applicants. The Todd County Planning & Zoning staff are happy to help you through this process.

Please note that no permits can be issued, nor any work commence, until the County Board of Commissioners have made their final decision.

Planning Commission Meetings are held once a month according to the Planning Commission Meeting schedule. If applications received exceed the number that can be considered for each meeting, they may be moved forward to be scheduled at another meeting.

1. Completely fill in the attached application form. If you have any questions contact the Todd County P&Z. 320-732-4420. toddplan.zone@co.todd.mn.us

2. A drawn site plan must be submitted with the application (form attached). A neat sketch that is generally to scale, and shows all of the physical characteristics of your property is especially important. Examples of the physical characteristics we need to see are: accurate property dimensions and shape, accurate shoreline alignment, road centerline and right-of-way, all existing and proposed structures with dimensions, septic system, wells, driveways, vegetation, steep slopes, topographic alterations, wetlands, etc…

3. Evidence that your existing septic system (if one exists on this parcel) is in compliance. Evidence may either be (1) a copy of a county inspection form that shows septic is less than five years old; or (2) a copy of “Compliance Inspection Form for Existing Individual Sewage Treatment Systems” that is less than three years old. If you do not have either of these, you will need to have your system inspected by a MN-licensed ISTS inspector. If you apply between Nov.15 – April 15 and the ground is frozen so a compliance inspection cannot be done, then a Septic Compliance/Inspection agreement must be submitted in lieu of a current certificate of compliance. Sewer system information must be included or application will not be accepted.

NOTE: Todd County Zoning Ordinance requires: Any nonconforming sewage treatment system shall be upgraded upon the following: Any application for variance, conditional use permit, permits for enlargement or intensification or improvement of property.

4. Fees: $350.00 (non-refundable) which includes application fee and recording fee. After-the-Fact Fee: $700.00(non-refundable) Make the check payable to “Todd County.”
  • After-the-Fact rates may apply

5. Application must be received in the Planning & Zoning Office, 215 1st Ave South – Suite 103, Long Prairie, MN 56347 by the scheduled closing date/time to be considered at a subsequent Planning Commission meeting (see schedule).

6. Applicant or authorized agent must be present in person for the hearing of this application. Notice will be sent to applicant verifying date, time and location of the meeting. If an agent will represent the owner the attached form attached be submitted to the P&Z Office prior to the meeting.
CONDITIONAL USE PERMIT APPLICATION
Todd County Soil Planning & Zoning Office
215 1st Ave South – Suite 103
Long Prairie, MN 56347
Phone (320) 732-4420

Parcel Number(s): __________________________________________________________

Applicant’s name: __________________________________________________________

Mailing address: ____________________________________________________________

Phone Number: ___________________ Email: ________________________________

Property owner’s name (if not applicant): ______________________________________

Site Address: ______________________________________________________________

Legal Description(s): _______________________________________________________

(Attach a copy of your current tax statement or other proof of ownership)

Township Name _____________________________

Zoning District (circle one): AF-1; AF2; R-2; R-10; UG; RT; Comm; L-M; or Shoreland.

If shoreland: lake or river name: _____________________________________________

Measurement of land involved: Width ________ Length ________ Acres ____________

Septic System: Date installed ___________ Date of latest Compliance Inspection___________

Is an upgrade needed: ( ) yes ( ) no

Site accessed by: ( ) public road ( ) easement

Is the easement recorded? ( ) yes ( ) no

Does property meet Buffer Law Requirements? _____ Yes _____ No

Detailed Explanation of Request:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Will the request create an excessive burden on the existing roads or other utilities? **Explain**

_________________________________________________________________________________

Is the requested use compatible with the surrounding properties? **Explain**

_________________________________________________________________________________

Could the use significantly depreciate near-by properties? **Explain**

_________________________________________________________________________________

Will the structure and the use have an appearance that will not have an adverse effect on near-by properties: **Explain**

_________________________________________________________________________________

Will the requested use create an adverse affect on near-by properties because of noise, odor, glare, hours of operation, or general unsightliness? **Explain**

_________________________________________________________________________________

RETURN APPLICATION, SITE PLAN, SEWER INFORMATION AND ANY ADDITION INFORMATION, AND FEE TO:
Todd County Planning & Zoning Office
215 1st Ave South, Suite 103
Long Prairie, MN 56347

Fee: $350.00 payable to “Todd County”

**Only complete applications may be placed on an agenda**

**A PARCEL IN JOINT OWNERSHIP MUST PROVIDE WRITTEN SIGNATURE OF ALL OWNERS.**

Signature of applicant(s) ____________________________ Date __________

Signature of property owner(s) ____________________________ Date __________

A Conditional Use Permit expires and is considered invalid unless they are substantially completed within thirty-six months of the date the CUP is granted by the County Board (Section 5.05(N) of the County Zoning Ordinance).
AUTHORIZED AGENT FORM

I hereby authorize __________________________________________________ to act as my authorized agent for all public hearing(s) and legal relations with this application on property located at:

Site address__________________________________________________________

Section # ___________ Township Name _____________________________________

Parcel Number(s) ______________________________________________________

Property Owner(s) name (print) __________________________________________

Property Owner(s) Signature(s) ____________________________ Date __________

Authorized Agent(s) name (print) _________________________________________

Authorized Agent(s) Signature(s) ____________________________ Date __________

Authorized Agent Phone Number________________________________________
Site Plan
Outline how the intended use will be situated on the property including buildings, parking areas, signage, material storage areas, etc.