



WHERE THE FOREST MEETS THE PRAIRIE

Todd County

• MINNESOTA • EST. 1855 •

PLANNING & ZONING

215 1st Avenue South, Suite 103

Long Prairie, MN 56347

Phone: 320-732-4420 Fax: 320-732-4803

Email: ToddPlan.Zone@Co.Todd.MN.US

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 Todd 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 at 320-732-4420 or email 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: **\$500.00** (non-refundable) which includes application fee and recording fee.
After-the-Fact Fee: **\$1,000.00**(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.



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CONDITIONAL USE PERMIT APPLICATION

Applicant _____ Mailing Address _____

Site Address _____

Phone Number _____ E-Mail Address _____

Property Owners Name & Address (if not applicant) _____

Parcel ID(s) _____ Township _____ Lake or River Name _____

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

Full and Current Legal Description(s) _____
(attach if necessary)

Current tax statement or other proof of ownership attached () yes () no

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

If easement, is the easement legally recorded? () yes () no

Detailed Explanation of Request:

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(s) (print) _____

Property Owner(s) Signature(s) _____ Date _____

Authorized Agent(s) name(s) (print) _____

Authorized Agent(s) Signature(s) _____ Date _____

Authorized Agent Phone Number _____

Authorized Agent Email _____

Site Plan

Outline how the intended use will be situated on the property including buildings, parking areas, signage, material storage areas, etc.

A large grid area for drawing a site plan. The grid consists of 30 columns and 30 rows of small squares, providing a space for the applicant to outline the intended use of the property, including buildings, parking areas, signage, and material storage areas.