E-mail Form Print Form

CARVER COUNTY

Land Management Department

Application Submittal Requirements

BOARD OF ADJUSTMENT: (Variance/Appeal)

PLANNING COMMISSION: (Conditional Use Permit/Interim Use Permit/Preliminary Plat/Final Plat)

Please ask Department for the applicable section(s) of the Carver County Code, regarding your use restrictions and performance standards, prior to making your application. In addition, please refer to the attached information pertaining to criteria for granting requests. Review this information carefully to insure that your proposal will meet the minimum ordinance requirements for application. After your review, please consult with Land Management Staff to answer any questions you may have regarding the application process and/or specific requirements.

ALL REQUIRED ITEMS MUST BE SUBMITTED TO AND REVIEWED BY LAND MANAGEMENT STAFF APPROXIMATELY FOUR (4) WEEKS PRIOR TO THE MEETING DATE - A TOWNSHIP ACKNOWLEDGEMENT SIGNATURE OR A MEETING DATE SCHEUDLED FOR THE TOWN BOARD IS REQUIRED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

BOARD OF ADJUSTMENT MEETING DATE: 1ST WEDNESDAY OF EVERY MONTH

PLANNING COMMISSION MEETING DATE: 3RD TUESDAY OF EVERY MONTH

The following are the minimum submittal requirements:

☐ **Land Use Application** Must be signed (page 4)

☐ **Township Presentation and Recommendation Form** (page 5)

NOTE: You must contact the clerk of the township where this property is located. Failure to contact your township and failure to obtain the application acknowledgement signature will delay acceptance and processing of your request. Please contact your township clerk as soon as possible to make arrangements to attend their next meeting.

Township Clerk _____ Phone _____

Meets _____

☐ **Site/plot plan**

An accurate site/plot plan of the property drawn to scale (with north arrow) on white paper no larger than 11"x17". The following information should be shown and/or labeled on the plan:

- Dimensions of the property;
- Location and name of road(s) abutting the property;
- Location, dimension(s) and setback(s) of all existing & proposed structures, easements, sewage treatment systems, wells and operational areas. (Setbacks should be measured to all property lines, adjacent roads [centerline or right-of-way], public waters and DNR protected wetlands.);
- Locations and uses of all buildings on the subject property;
- All significant physical features (i.e. steep slopes, woods, wetlands, ponds, ditches, streams, public waters);
- Indicate general drainage patterns and direction of surface water drainage.
- Any additional information requested by Land Management Staff.

☐ **Additional information, if applicable:**

- Driveway(s) on the subject property and within 100', 300', 500' or 1250' when applicable;
- Existing and proposed accesses onto any public roads, private driveways, field accesses, parking areas, loading areas. **NOTE: A copy of an approved access permit may be required for the local road authority**;
- Vehicle parking layout;
- Drainage and/or Erosion Control Plan;
- Any substantial proposed grading and/or filling;
- Existing & proposed landscaping and screening of any proposed outdoor storage.

☐ **If the Applicant is not the Property Owner:**

Applicant must demonstrate **sufficient interest** in property to make application. (This can be your deed or contact for deed, purchase agreement, lease, or can be accomplished by having the **owner sign the application**.)

☐ **For Variance or Appeal:**

A **detailed letter** addressed to the Board of Adjustment, explaining the request. The letter should provide an in-depth explanation of the proposed request, addressing the following items:

- What is being proposed and related section of the Land Use Ordinance;
- What has been identified as the practical difficulty or particular hardship;
- Any pertinent background information;
- The conditions that exist on the property such that the terms of the ordinance cannot be met.

☐ **For Conditional Use Permit, Interim Use Permit or Preliminary Plat:**

A **detailed letter** addressed to the Planning Commission, explaining the request. The letter should provide an in-depth explanation of the proposed request, addressing the following items (if applicable):

- A description of the activity/operation is being proposed and related section of the Land Use Ordinance;
- Hours of operation (i.e. start time, quitting time, winter hours and summer hours);
- # of employees, # of employees reporting to the site & number of family members working in operation;
- Number of trips generated in & out of site each day (one vehicle would generate two (2) trips per day);
- Number & types of business related vehicles & personal vehicles;
- Number of parking spaces available on the site;
- Use of new and existing structures including type and size;
- Storage needed as part of operation (indoor & outdoor) and location of operational area(s);
- Materials stored on the site (list types and indicate storage area on the site plan);
- Water services, sewage disposal and waste management used;
- Area & capacity of parking area, access to site;
- Screening proposed;
- Signage being utilized including size, type, locations;
- Describe in detail, person(s) other than owner that would access the site (i.e. customers, employees, public).

☐ **For property located in a Shoreland Overlay District:**

Septic Certification is required prior to the issuance of a permit for all on-site septic systems located on the property. **In all districts, if no SSIS records exist, septic certification may be required.**

☐ **Application Fee:**

NOTE: The fee does not include the fee for any associated building permits, escrow, or staff time reimbursement, which may be required.

☐ (for CUP/IUP/Preliminary Plat) Carver County Fee for Service Schedule

☐ (for Variance/Appeal)

Payable to: Carver County

All structures used as part of the Conditional Use Permit shall be in accordance with the **Minnesota State Building Code** rules and regulations.

The Land Management Department will notify neighboring property owners of request as well as publish the proposal in the County's Official Paper at least ten (10) days prior to the hearing date, as required by State Law.

CARVER COUNTY

Land Use Application

Planning Commission

- ◯ Conditional Use Permit
- ◯ Preliminary Plat
- ◯ Interim Use Permit
- ◯ Final Plat

Board of Adjustment

- ◯ Variance
- ◯ Appeal

*Application **must** have a Town Board acknowledgement signature to be complete*

PARCEL # _____ **ACRES** _____ **Permit #** _____

Property Owner: _____ _____ ____
Last Name First Name MI

Home Phone _____ Work Phone _____ e-mail _____

Address _____ _____ ____ _____
Street City State Zip

Applicant *(if different from Owner):* _____ _____ ____
Last Name First Name MI

Home Phone _____ Work Phone _____ e-mail _____

Address _____ _____ ____ _____
Street City State Zip

Description of Request:

I swear that all information submitted by me (or my agent representing me) as part of this request is true, correct, accurate and complete to the best of my knowledge. I hereby authorize the Carver County Planning Director and/or authorized agent to enter upon property subject to this application to gather information pertinent to this application.

I agree to reimburse the County pursuant to the Carver County Fee for Service Schedule for expenditures incurred for professional services and/or for staff time at $50/hour. **Initials:** ____

In cases where M.S. 15.99 applies, the County hereby notifies the applicant that a decision may not be rendered within 60 days due to public hearing requirements and agency review. Therefore, the County is notifying the applicant that the County may extend the timeline for an additional 60 day review. (The applicant will be notified in writing if this were to occur.) A decision on the request shall be completed within 120 days unless additional review extensions are approved by the applicant.

_____ Date _____
Applicant's signature *(if the property was purchased on a contract for deed, the Contract Holder must sign or approve the application)*

_____ Date _____
Owner's signature *(if other than Applicant, an owner must sign or other verification must be submitted such as a purchase agreement)*

_____ Date _____
Township Official's signature *(application and acknowledgement only - this does not indicate support; recommendation is separate)*

OFFICE USE ONLY

Ordinance Section: _____

Date application completed and filed w/Dept.: _____ Public Hearing Date _____

Minnesota Statute 15.99 (60 days) _____ (120 days) _____

Cost Recovery? ◯ Yes ◯ No Fee: $ _____ Receipt #: _____

Property w/in Shoreland? ◯ Yes ◯ No Septic compliance required? ◯ Yes ◯ No

Property w/in Floodplain? ◯ Yes ◯ No Water Plan Application? ◯ Yes ◯ No Level ◯ 2 ◯ 3

Property Homesteaded? ◯ Yes ◯ No Property in Agricultural Preserve Program? ◯ Yes ◯ No

Property has Feedlot Status? ◯ Yes ◯ No

CARVER COUNTY

Township Presentation & Recommendation Form

PARCEL # **Permit #**

Owner's Name: Owner's Mailing Address:

City: Owner State: Owner Zip:

Applicant (if other than owner): Site Address:

Type of Request: ◯ CUP ◯ IUP ◯ Preliminary Plat ◯ Final Plat ◯ Variance ◯ Appeal

Description of Request:

Date of County Public Hearing: **Date of Township Meeting:**

Actions:

Township Action Taken:

◯ Recommends approval and use of the Township Road (if applicable) with the following comments:

◯ Recommends denial for the following reasons:

◯ No recommendation, but will comment on the request at the Planning Commission or Board of Adjustment hearing:

**Important: I understand that I must appear at the Town Board meeting to present my request and obtain their recommendation prior to appearing before the County Planning Commission or Board of Adjustment.

Date

Signature of Applicant

Date

Signature of Township Official

SUBMITTAL DEADLINES For CUP, IUP, Preliminary and Final Plats:

The following is a list of deadlines for a complete application to be accepted by the Land Management Department for scheduling a hearing at a Planning Commission meeting (hearings are the 3rd Tuesday each month, due dates for the following month are the Friday after the 3rd Tuesday of the month):

DEADLINE FOR PLANNING COMMISSION

COMPLETE SUBMITTAL Due By:	For MEETING DATE:
December 23, 2015	January 19, 2016
January 22, 2016	February 16, 2016
February 19, 2016	March 15, 2016
March 25, 2016	April 19, 2016
April 22, 2016	May 17, 2016
May 27, 2016	June 21, 2016
June 24, 2016	July 19, 2016
July 22, 2016	August 16, 2016
August 26, 2016	September 20, 2016
September 23, 2016	October 18, 2016
October 21, 2016	November 15, 2016
November 23, 2016	December 20, 2016
December 23, 2016	January 17, 2017
January 27, 2017	February 21, 2017
February 24, 2017	March 21, 2017
March 24, 2017	April 18, 2017
April 21, 2017	May 16, 2017
May 26, 2017	June 20, 2017
June 23, 2017	July 18, 2017
July 21, 2017	August 15, 2017
August 25, 2017	September19, 2017
September 22, 2017	October 17, 2017
October 27, 2017	November 21, 2017
November 22, 2017	December 19, 2017
December 22, 2017	January 16, 2018

Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired Planning Commission hearing. Under state law the Zoning Administrator has 15 business days to determine whether an application is complete. If found to be incomplete, the Administrator will send written notice within those 15 business days to the applicant indicating the deficiencies. It is recommended that applicants set up an appointment with Land Management Staff at least 4 weeks before the targeted complete submittal deadline to discuss and review the proposed submittal for completeness. Complete applications for preliminary plat approval must be submitted at least 45 days prior to the targeted Planning Commission Meeting.

MEETING LOCATION

The Planning Commission, Board of Adjustment and County Board meet upstairs in the Social Services wing, Commissioner's Meeting Room of the Carver County Government Center, Chaska Minnesota. In order for your request to be considered, you or someone representing you **must be present** at the meeting.

SUBMITTAL DEADLINES For Variance and Appeal:

The following is a list of deadlines for a complete application to be accepted by the Land Management Department for scheduling a hearing at a Board of Adjustment meeting (hearings are the 1st Wednesday each month, due dates for the following meeting are the Friday after the 1st Wednesday of the month):

DEADLINE FOR BOARD OF ADJUSTMENT

COMPLETE SUBMITTAL Due By:	**For MEETING DATE:**
December 11, 2015	January 6, 2016
January 8, 2016	February 3, 2016
February 5, 2016	March 2, 2016
March 4, 2016	April 6, 2016
April 8, 2016	May 4, 2016
May 6, 2016	June 1, 2016
June 3, 2016	July 6, 2016
July 8, 2016	August 3, 2016
August 5, 2016	September 7, 2016
September 9, 2016	October 5, 2016
October 7, 2016	November 2, 2016
November 4, 2016	December 7, 2016
December 9, 2016	January 4, 2017
January 6, 2017	February 1, 2017
February 3, 2017	March 1, 2017
March 10, 2017	April 5, 2017
April 7, 2017	May 3, 2017
May 12, 2017	June 7, 2017
June 9, 2017	July 5, 2017
July 7, 2017	August 2, 2017
August 11, 2017	September 6, 2017
September 8, 2017	October 4, 2017
October 6, 2017	November 1, 2017
November 9, 2017	December 6, 2017
December 8, 2017	January 3, 2018

Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired Board of Adjustment hearing. Under state law the Zoning Administrator has 15 business days to determine whether an application is complete. If the application is found to be incomplete, the Administrator will send written notice within those 15 business days to the applicant indicating the deficiencies. It is recommended that applicants set up an appointment with Land Management Staff at least 4 weeks before the targeted complete submittal deadline to discuss and review the proposed submittal for completeness.

MEETING LOCATION

The Planning Commission, Board of Adjustment and County Board meet upstairs in the Social Services wing, Commissioner's Meeting Room of the Carver County Government Center, Chaska Minnesota. In order for your request to be considered, you or someone representing you **must be present** at the meeting.