

CONDITIONAL USE PERMIT APPLICATION INSTRUCTION SHEET

WHAT IS A CONDITIONAL USE? A land use or development which would not generally be appropriate without restriction throughout the zoning district but which, if controlled as to number, area, size, location, or relation to neighborhood, and as to compatibility with the Town of Gnesen Comprehensive plan, would not be injurious to the public health, safety, order, comfort, appearance, prosperity or general welfare. A conditional use permit (CUP) shall be deemed expired if the use for which the permit was issued is not established within one year of the date of issuance of the conditional use permit, unless a longer time period is approved by the Gnesen Board of Supervisors.

WHEN IS A CUP NECESSARY? A CUP is necessary as noted in Ordinance #10 Section 10.08 Zone District Land Use Regulations.

CAN ANYONE GET A CUP? No. Since by definition a conditional use is a special use not generally appropriate within the zoning district, the applicant bears the burden of demonstrating a right to the permit by making such showing. Absent such showing, the Planning and Zoning Commission shall recommend denial of any application.

WHO DECIDES IF I WILL GET A CUP? The decision is made at a public hearing, on whether the applicant has demonstrated that all the standards and criteria in Ordinance #10 will be satisfied, by the Gnesen Board of Supervisors with the recommendation of the Planning and Zoning Commission. The information provided by the applicant, public comment, staff site visit, report, and recommendation, all help the Board determine if the requirements will be satisfied.

APPLICATION AND SKETCH: Please fill out the Conditional Use Permit Application thoroughly. 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 alteration, wetlands, etc...

RETURN APPLICATION AND FEE TO THE FOLLOWING LOCATION:

Gnesen Town Hall

6356 Howard Gnesen Road

Duluth, Minnesota 55803

APPLICATION FOR CONDITIONAL USE PERMIT

Permit#

Please carefully complete (PRINT) this application according to the instructions. Failure to fill in all of the required information may result in a delay of processing your application. A fee of \$ _____ (please see fee schedule on our website Gnesen.org)_must accompany this application. Please make checks payable to Town of Gnesen. An additional fee will be billed for any costs incurred by the town.

APPLICANT DATA

Name of Applicant: _____
Mailing Address: _____
E-Mail Address: _____
Phone Number: Home _____ Work _____ Cell _____
Site Address: _____
Primary Access Road: _____

PROPERTY DATA

Please print out the entire legal description, or attach a photocopy. The legal description can be found on the deed, abstract or property tax statement.

Legal Description: _____

Parcel Code: _____ Section # _____ Township # _____ Range # _____

Shoreland Frontage? YES NO Name of Lake/River/Stream: _____

What is your lot width at the shoreline? _____ ft.

Property size: Width at building site _____ ft. Depth _____ ft. Acres _____

Ownership: Private _____ Public _____ Leased from: _____

List all existing structures and their dimensions: _____

Has there been any construction on your property since 1972? YES NO If yes, list. _____

Number of existing bedrooms: _____

STRUCTURAL DATA

Proposed structure and/or use: _____

Total number of bedrooms after construction: _____ Height (ground level to roof peak): _____

Number of stories in structure: _____ If more than one please explain (i.e. Loft, walkout, etc.): _____

Proposed structure dimensions (Exterior Footprint): Width: _____ Length: _____ Square ft: _____

Type of foundation (slab, crawlspace, basement, etc.): _____

Structural setbacks: Side yard near: _____ Side yard far: _____
(horizontal distance)

Road right of way: _____ Road centerline: _____

Shoreline setback: _____ Rear yard: _____

Will the proposed structure contain pressurized water? Yes _____ No _____

Have there been any Variances or Conditional Uses applied for on this parcel? Yes _____ No _____

Is there or will there be any commercial use of this property? Yes _____ No _____ If yes, explain: _____

Estimated construction cost: \$ _____

Contractor's name: _____

SHORELAND DATA – IF APPLICABLE

Elevation of unaltered building site above lake, river, or stream: _____ ft.

Elevation of lowest floor or basement above lake, river, or stream: _____ ft.

What is the slope of your property? _____ %

Are you planning to remove any vegetation? Yes _____ No _____ If yes, explain: _____

Are you planning to do any grading or filling? Yes _____ No _____ If yes, explain: _____

EXPLANATION OF PROPOSED USE

What use of the property are you proposing? Be specific: _____

Describe the existing use of the property: _____

Will your proposal generate an increased amount of traffic? (boat, snowmobile, truck, bus, car, etc.) Yes _____

No _____ If yes, explain: _____

How many people will occupy your premises on an average day? Employees _____ Customers _____

Will your proposal include water usage? Yes _____ No _____ If yes, how will the wastewater be treated or

disposed of? _____

Will your proposal generate any waste? Yes _____ No _____ If yes, describe your plan for disposal: _____

Will your proposal include any activity that may be a nuisance or otherwise incompatible with your neighbors? Yes _____

No _____ If yes, explain: _____

Does your proposal include lighting that may be visible from roads or waterways? Yes _____ No _____ If yes,

explain: _____

Does your proposal include any signage? Yes _____ No _____ If yes, please list width, height, and location of

sign: _____

Does your proposal require parking and/or dockage? Yes _____ No _____ If yes, please list the type and number

of spaces to be provided: _____

What are your long range plans for the property? _____

ENVIRONMENTAL DATA

Does your property contain low areas, wetlands, or areas with standing water for more than two weeks between May 1 and September 15? YES _____ NO _____. If yes, do you intend to drain, fill or otherwise alter this area for any reason?

YES _____ NO _____? If yes, explain: _____

Type of septic system: _____ Permit Number: _____

(See instructions)

Year installed: _____

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that I am the owner or authorized agent of the owner of the above property and that all uses will conform to the provisions of Gnesen Township Officials controls. I further certify that I will comply with all conditions placed upon this permit should this application be approved. Intentional or unintentional falsification of this application or any attachments thereto will serve to make this application and resultant permit invalid. I also authorize Town staff to inspect the property during review of the application during reasonable time of day.

APPLICANT _____ DATE _____

OFFICE USE ONLY

Land Use District	_____	Floodplain	YES	NO
Lake Name	_____	Field check	YES	NO
Shoreland district	_____	Wetlands present	YES	NO
Date approved	_____	Approved by	_____	
Receipt #	_____	Receipt date	_____	
Health Department authorization required	YES	NO	Additional fees \$	_____
Performance standards attached	YES	NO	Additional fees receipt #	_____

Comments: _____

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