

CARLTON COUNTY
ZONING AND ENVIRONMENTAL SERVICES
301 Walnut Avenue, Room 103
P.O. Box 220
Carlton, MN 55718-0220
218-384-9176
www.carltoncountymn.gov

Permit number

Township

CONDITIONAL AND INTERIM USE PERMIT APPLICATION

Please complete each entry and check off each item. An incomplete application will be returned.

- YES NO
 Have you attached payment (see attached fee schedule)? Make check payable to
Carlton County Treasurer. Please note that an additional \$46 recording fee may be assessed.
- YES NO
 Have you completed the attached application with original signatures? Application must have
original signatures. Copies will not be accepted. Please complete in pen.

APPLICANT: _____
MAILING ADDRESS: _____ DAYTIME PHONE NUMBER _____

OTHER PHONE NUMBER _____
EMAIL (optional): _____

AUTHORIZED REPRESENTATIVE: _____
AUTHORIZED REPRESENTATIVE PHONE NUMBER: _____
AUTHORIZED REPRESENTATIVE ADDRESS: _____

911 ADDRESS OF PROPERTY AND ACCESS ROAD: _____

(If you do not have a 911 address, please complete an "E-911 New Property Address Assignment Application")

PROPERTY DESCRIPTION: _____
SECTION: _____ TOWNSHIP: _____ RANGE: _____

- YES NO
 Are you located within 1,000 feet of a lake or 300 feet of a stream or river?
 If yes, do you have a current Certificate of Compliance for your septic system? The Zoning and
Environmental Services Office can complete compliance inspections on systems where adequate
information was included on the original permit. If it was not included, a licensed private inspector must
be contracted to complete the inspection.

LAKE, RIVER OR STREAM NAME: _____

SEWAGE DISPOSAL: Proposed Existing Not applicable, please explain: _____
Type: _____ Permit Number: _____

FOR OFFICE USE ONLY
PERMIT NUMBER _____ FEE _____ CASE NUMBER _____
RECEIPT NUMBER _____
ZONING DISTRICT _____ SHORELAND CLASS _____ SHORELAND ID NUMBER _____
DATE, TIME AND PLACE OF HEARING _____
 APPROVED DENIED BY _____ DATE _____
CONDITIONS ATTACHED YES NO PROCESSED AS IUP CUP
C/T _____ PLAT _____ PARCEL _____

CONDITIONAL AND INTERIM USE PERMIT APPLICATION

Carlton County strongly recommends that you discuss your proposal with adjacent property owners before a formal application is made. Conflicts resolved in advance will make the application process more efficient.

PROPOSED USE: _____

IS THE USE REQUESTED TEMPORARY?	YES	NO
IS THE USE OWNER SPECIFIC?	YES	NO
DOES THE USE LACK SPECIFIC EXISTING OR NEW INFRASTRUCTURE?	YES	NO

Keep in mind that the Planning Commission members, to whom this application is being presented, may not have personal experience or understanding of your particular intended use of the property. You will want to give a full description of your intended operation and how it will function, not just a title, such as “store” or “home business.” Keep in mind that the Planning Commission will use this information to determine whether to process your request as a Conditional Use Permit (runs with the land so long as conditions are adhered to) or Interim Use Permit (temporary use which will terminate at some future time, most often triggered by an event such as sale of a property, a specific date or a change in zoning regulations).

PROVIDE A DETAILED DESCRIPTION AND REASON FOR THE REQUEST ON A SEPARATE PIECE OF PAPER THAT ADDRESSES THE FOLLOWING:

- 1) Is the proposed use specifically listed in the zoning district in Carlton County Ordinance #27?
If not, please address the following issues on a separate piece of paper:
 - a) Is the use similar in nature to other uses listed in the same zoning district?
 - b) Does the proposed use create a greater potential for impacts other than those listed? Can potential impacts be mitigated with appropriate conditions?
 - c) Is the proposed use compatible with adjacent land uses?
 - d) Is the proposed use consistent with the Carlton County Comprehensive Plan or the intent of Carlton County Zoning Ordinance #27?
- 2) Is the proposed use injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, or substantially diminish and impair property values within the immediate vicinity?
- 3) Will the establishment of the conditional or interim use permit impede the normal and orderly development and improvement of surrounding vacant property for uses predominately in the area?
- 4) Are there adequate utilities, access roads, drainage and other necessary facilities? If not existing, how will they be provided?
- 5) Have adequate measures been taken, or will be taken, to provide sufficient off-street parking and loading space to serve the proposed use?
- 6) Have adequate measures been taken, or will be taken, to prevent or control offensive odor, fumes, dust, noise and vibration, so than none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result?

CONDITIONAL AND INTERIM USE PERMIT APPLICATION

LOT DIMENSIONS: Width _____ feet **Depth** _____ feet
Area _____ square feet **OR** _____ acres

USE, DIMENSIONS AND SETBACKS OF PROPOSED STRUCTURE(S):

(1) Proposed structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Building height _____ feet Stories _____

Side yard (nearest) _____ feet Side yard (farthest) _____ feet Rear yard _____ feet

Front yard (road centerline) _____ feet (road right-of-way) _____ feet

Shoreland only: Setback from ordinary high water level _____ feet

Elevation above water level _____ feet

Setback from top of bluff _____ feet

(2) Proposed structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Building height _____ feet Stories _____

Side yard (nearest) _____ feet Side yard (farthest) _____ feet Rear yard _____ feet

Front yard (road centerline) _____ feet (road right-of-way) _____ feet

Shoreland only: Setback from ordinary high water level _____ feet

Elevation above water level _____ feet

Setback from top of bluff _____ feet

(3) Proposed structure and use: _____

Will the structure be connected to water? Yes No

Width _____ feet Length _____ feet Building height _____ feet Stories _____

Side yard (nearest) _____ feet Side yard (farthest) _____ feet Rear yard _____ feet

Front yard (road centerline) _____ feet (road right-of-way) _____ feet

Shoreland only: Setback from ordinary high water level _____ feet

Elevation above water level _____ feet

Setback from top of bluff _____ feet

TOTAL ESTIMATED CONSTRUCTION COST \$ _____

CONDITIONAL AND INTERIM USE PERMIT APPLICATION

YES NO

Have you checked with the Zoning and Environmental Services Office about any possible wetlands located on the property or potential wetland impacts? There are several types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Office for information and maps.

YES NO

Have you completed and attached a drawing of your proposal?
Include the following on the attached drawing or on a separate sheet:

- Dimensions of lot
- North directional arrow
- Location of all existing structures and label → ex = existing (i.e.: ex house)
- Location of all proposed structures and label → pp = proposed (i.e.: pp garage)
- Dimensions of your proposed structure or addition
- Label roads abutting your property
- Wetland boundaries and type, if applicable (work in wetlands may require additional permitting)

Location of proposed structure from (measured in feet):

- Center of road and/or right-of-way (including all easements, cartways and private drives)
- Side property lines Rear property lines Other existing structures
- Existing and proposed wells
- Existing and proposed septic system, including drainfield and septic tank

Shoreland: Ordinary high water level Top of bluff

YES NO

Is your proposed project staked? The applicant is responsible for disclosing where the property lines are located. If your project is not staked, your application is not complete and will be returned or denied.

You or your authorized agent are required to attend the Planning Commission meeting to answer questions about the application. You will be notified of the date and time of the meeting.

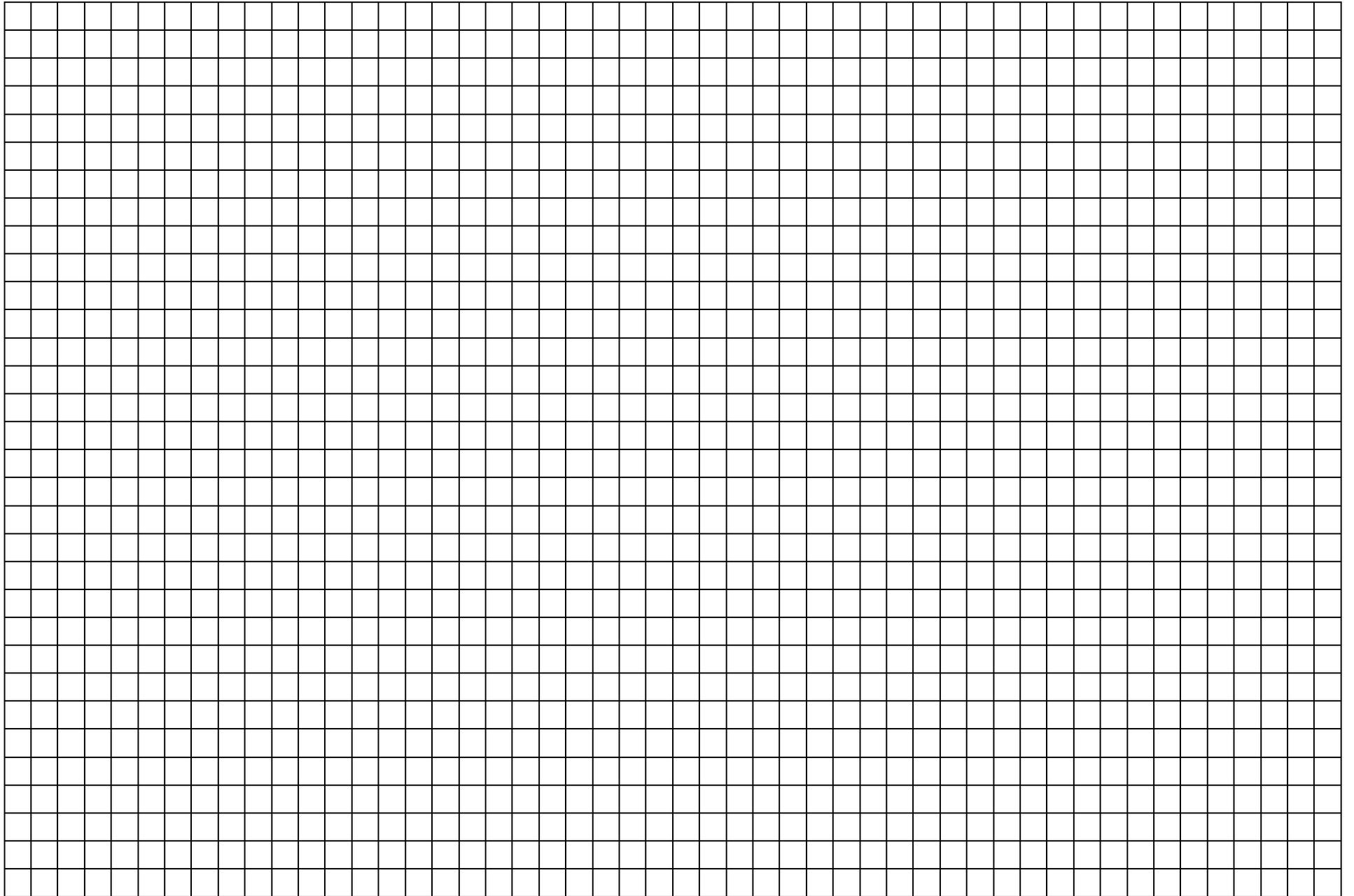
The use allowed in this permit must commence within one year of permit issuance or the permit shall be automatically deemed null and void. The Zoning Administrator is authorized to extend that period of time for good cause shown. Data furnished on this application form is public information.

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 existing state laws and local ordinances. 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 attachment thereto will serve to make this application and any resultant permit invalid.

Please print **NAME OF PERSON** responsible for completion of this application

APPLICATION DATE

SIGNATURE OF APPLICANT OR REPRESENTATIVE



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FEE SCHEDULE – Effective March 1, 2024

ZONING PERMIT/LAND USE PERMIT

Accessory Structure or Accessory Structure Addition	\$75.00
Dwelling	\$200.00
Dwelling Addition	\$100.00
Dwelling Deck	\$75.00
Commercial/Industrial Building (primary)	\$300.00
Commercial/Industrial Addition (primary)	\$200.00
Commercial/Industrial Accessory Structure (or addition)	\$200.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$150.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Vacation Rental	\$150.00
Conditional or Interim Use	(Includes Recording Fee) \$650.00
Variance	(Includes Recording Fee) \$650.00
Variance from Ordinary High Water Level Setback	(Includes Recording Fee) \$1000.00
Appeal of Administrative Decision	(Includes Recording Fee) \$650.00
Rezoning/Zoning Amendment–Residential/Agriculture	(Includes Recording Fee) \$500.00
Rezoning/Zoning Amendment–Commercial/Industrial	(Includes Recording Fee) \$600.00
New or Replacement E-911 Address Fee	\$100.00
After-the-Fact – 1 st Notice	2X Permit Fee
After-the-Fact – 2 nd Notice	4X Permit Fee
After-the-Fact – 3 rd Notice	6X Permit Fee

SUBDIVISIONS

Administrative Subdivision – Create up to 4 lots	\$100.00 per lot
Administrative Subdivision – Lot Line Adjustment	\$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$200.00 + \$100.00 per lot
County Surveyor Review Fee – if required	\$75.00+ mileage
Preliminary Plat	\$500.00
Final Plat – plus per lot fee	\$300.00
Per lot fee	\$50.00

SEWER PERMIT

0 - 1,000 GPD – Drainfield/Bed	\$250.00
0 - 1,000 GPD – Mound/At Grade	\$300.00
1,001 - 2,500 GPD – Drainfield/Bed	\$400.00
1,001 - 2,500 GPD – Mound/At Grade	\$500.00
2,501 – 5,000 GPD – Drainfield/Bed	\$600.00
2,501 – 5,000 GPD – Mound/At Grade	\$800.00
5,001 – 10,000 GPD – Drainfield/Bed	\$1,000.00
5,001 – 10,000 GPD – Mound/At Grade	\$1,500.00
Holding Tank	\$150.00
Operating Permit Renewal	\$50.00
Review Revised Design	\$100.00
Re-Inspection	\$100.00
Sewer Compliance only – existing system	\$200.00*

ENVIRONMENTAL ASSESSMENT WORKSHEET (EAW)

EAW Staff Fee	\$500.00
Fee does not include expense for a consultant to prepare EAW	

WETLAND CONSERVATION ACT

Certificate of Exemption or No Loss	\$100.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$200.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$300.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

WATER TESTING

First Test	\$50.00
Each Additional Test	\$10.00 each
Water Pickup	\$75.00
Water Pickup and Sewer Compliance	\$250.00*
Lead Test	\$50.00

*Septic tanks must be pumped by a licensed septic maintainer at owner’s expense immediately prior to sewer compliance inspection by County staff. This must be coordinated with this office.

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FREQUENTLY ASKED QUESTIONS

- **Carlton County Zoning and Environmental Services** is the zoning authority for all areas of Carlton County except the following cities: Barnum, Carlton, Cloquet, Cromwell, Kettle River, Moose Lake, Wrenshall, Wright and one township, Thomson. Carlton County also has zoning authority in **shoreland areas** (property within 1,000 feet of a classified lake or 300 feet of a classified river or stream) in the City of Cromwell, City of Carlton and Thomson Township.
- Check with the Zoning and Environmental Services Office to find the **Zoning District**. The Zoning District will dictate the lot size requirements, setbacks and property use. See Carlton County Zoning Ordinance #27 - Table 1 Dimensional Standards and Table 2 Height, Setback and Lot Coverage Standards.
- **Zoning Permits** are required for building or moving any structure, no matter the size, including dwellings, additions, decks, privacy fences, garages, storage containers, outhouses, signs, recreational vehicles (under some circumstances) and sheds. Zoning Permits are not required for replacing doors, windows, re-siding or re-roofing (shingles).
- The **State Building Code** is not enforced by this office in the rural parts of Carlton County.
- The design, location, construction and abandonment of **wells** are regulated by the Minnesota Department of Health 218-302-6166.
- **Electrical work** is regulated by the Minnesota Department of Labor and Industry 651-284-5026 or 1-800-DIAL-DLI.
- If a **new driveway** is proposed off a township road, you must contact the specific township to obtain a driveway permit. If the driveway is coming off a county road, you must contact the Carlton County Transportation Department for a driveway permit. If the driveway is coming off a state road, you must contact the Minnesota Department of Transportation.
- A **Subsurface Sewage Treatment System Permit** is a separate application obtained from the Zoning and Environmental Services Office by you or a licensed designer. Septic systems are required to be designed by a designer with a current license from the Minnesota Pollution Control Agency.
- If a structure has **pressurized water**, the structure must be connected to a compliant septic system.
- A current **Certificate of Compliance** for a septic system is required when applying for any permit or point of sale for structures located within 1,000 feet of a classified lake or 300 feet of a classified river or stream.
- A current Certificate of Compliance for a septic system is required before issuance of a Zoning Permit for adding bedrooms.
- The Carlton County Zoning and Environmental Services Office regulates activities in wetlands (**swamps and low areas**). There are many types of wetlands including shrub and wooded wetlands. Check with the Zoning and Environmental Services Offices for information, maps and permit requirements.
- The Carlton County Zoning and Environmental Services Office regulates activities in **shoreland areas** including excavating, filling, and vegetation removal. If your proposed project includes excavating, filling, or vegetation removal in a shoreland area, a Shoreland Alterations Zoning Permit or Interim Use Permit may be required.
- An E-911 number/address is required for all primary structures in Carlton County. Please obtain and complete an E-911 **New Property Address Assignment Application** if you currently do not have an E-911 number/address.
- If the proposed use is not listed as a permitted use in Carlton County Zoning Ordinance #27, a **Conditional/Interim Use Permit Application** may be required.
- If the proposed structure or lot does not meet the dimensional requirements or setbacks of the zoning district, a **Variance Application** may be required.

CARLTON COUNTY ZONING ORDINANCE #27 - TABLE 1 Dimensional Standards

Standards	Districts						Overlay Areas									
	A-1	A-2	R-1	C-1	C-2	M-1	Overlay Area	CLR	NE	RD	GD	R	F	T	REM	REC
Density ¹	1:20 acre	1:5 acre	1:1 acre	1:1 acre	1:1 acre	1:5 acre	UD ²	UD	UD	UD	UD	UD	UD	UD	UD	UD
Min. Lot Area	20 acres 2 ac. cluster ³	2.5 acres	1 acre - single; 2 acre duplex	1 acre ⁶	1 acre ⁶	10 acres	UD	UD	UD ⁷	UD ⁷	UD ⁷	UD	UD	UD	17 acre	4.5 acre
Min. Buildable Area ⁸	1/2 acre	1/2 acre	1/2 acre	1/2 acre	1/2 acre	1/2 acre	UD	UD	UD	UD	UD	UD	UD	UD	1 acre	1 acre
Min. Lot Width	330' 165' cluster	250' m&b ⁴ 165 plat ⁵	150'	150'	150'	330'	UD	UD	UD ⁹	UD ⁹	UD ⁹	UD	UD	UD	600'	300'
Min. Lot Depth	300'	300'	150'	200'	200'	660'	UD	UD	UD	UD	UD	UD	UD	UD	UD	UD
OHWL ¹⁰ Structure Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	75'	200'	150'	100'	200'	150'
OHWL SSTS Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	100'	150'	100'	100'	150'	150'

NA = Not applicable

1 = Density refers to the number of dwelling units permitted within the corresponding acreage or the number of freestanding or detached businesses under single Platted Road/Recorded Road Easement (bldg. line to road ROW)

2 = UD refers to underlying or primary zoning district standards which apply within the corresponding overlay district. Where a UD standard is different from an overlay standard, the more restrictive standard shall apply, except DNR riparian lot standards always apply. See Art. 4, Sec. 4, Subd. H.7. for additional shoreland standards.

3 = Cluster refers to a subdivision arrangement that preserves agricultural and forest land as provided in Ordinance #27 and Carlton County Subdivision Ordinance.

4 = M & B refers to a parcel of land created by metes and bounds description and includes other non-platted parcel descriptions.

5 = Plat refers to a parcel of land created by the platting procedures of the Carlton County Subdivision Ordinance.

6 = Minimum lot area is 1/2 area with public sewer.

7 = Non-sewered riparian lot areas are: NE:80,000 sq. ft., RD:40,000 sq. ft.; GD:20,000 sq. ft. See Art. 4, Sec. 4, Subd. H.7. for additional dimensional standards.

8 = Buildable area is a contiguous land area which is unencumbered by surface water, wetlands, floodplain, exposed bedrock, or slopes in excess of 12%.

9 = Non-sewered riparian lot widths are: NE:200 ft., RD:150ft.; GD:100 ft. See Art. 4, Sec. 4, Subd. H.7. for additional dimensional standards.

10 = OHWL means the ordinary high water level of the corresponding public water.

A-1 Agriculture/Forest Management

A-2 Agriculture/Rural Residential

R-1 Recreation Residential

C-1 Commercial Recreation

C-2 Highway Commercial

CLR Closed Landfill Restricted Overlay District

M-1 Limited Industrial

RC Red Clay Overlay Area

NE Shoreland - Natural Environment Lake

RD Shoreland - Recreational Development Lake

GD Shoreland - General Development Lake

R Shoreland - Remote River

F Shoreland - Forested River

T Shoreland - Tributary Stream

REM St. Louis River - Remote Area

REC St. Louis River - Recreational Area

CARLTON COUNTY ZONING ORDINANCE #27 - TABLE 2 Height, Setback and Lot Coverage Standards

Standards	Districts						
	A-1	A-2	R-1	C-1	C-2	M-1	Shoreland Overlay Area
Maximum Building Height¹:							
Accessory Structure	30'	30'	18'	30'	30'	35'	18'
Agricultural Building	none	none	NA	NA	NA	NA	NA
Dwelling/Primary Structure	30'	30'	30'	30'	30'	35'	35'
Structure Setbacks (Principal and Accessory)							
Front yard:							
Principal/Minor Arterial (bldg. line to road centerline)	110'	110'	110'	110'	110'	110'	110'
Major/Minor Collector (bldg. line to road centerline)	85'	85'	85'	85'	85'	85'	85'
Local Road (bldg. line to road centerline)	85'	85'	85'	85'	85'	85'	85'
All Roads (bldg. line to road ROW ²)	35'	35'	35'	35'	35'	35'	35'
Platted Road/Recorded Road Easement (bldg. line to road ROW)	35'	35'	35'	35'	35'	35'	35'
Side yard (bldg. line to side yard):							
Principal Structure	20'	20'	10'	10'	20'	20'	UD ³
Accessory Structure	10'	10'	10'	10'	10'	10'	UD
Adjacent to A-2 and/or R-1 District	10'	NA	NA	20'	20'	100'	UD
Side yard corner lot - double frontage	front	front	front	front	front	front	front
Rear yard (bldg. line to rear yard):							
Principal Structure	50'	40'	30'	15'	15'	40'	UD ⁵
Accessory Structure ⁴	10'	10'	10'	10'	10'	10'	UD ⁵
Rear yard (bldg. line to alley ROW):							
All Structures	20'	20'	20'	20'	20'	20'	20'
Maximum Lot Coverage: (building, structures, roads, driveways parking areas, and other impervious surfaces, including gravel surfaces)	NA	NA	35%	50%	50%	50%	25%
Accessory to Accessory:	none	none	none	none	none	none	none
Dwelling (Primary Structure) to Accessory	5'	5'	5'	5'	5'	5'	5'

1 = See other district and performance standard provisions for authorized height exceptions, such as towers.

2 = The distance to road centerline shall apply if it results in a larger setback.

3 = UD refers to underlying or primary zoning district standards which apply within the corresponding overlay district. In any instance where a primary district standard is different from an overlay district standard, the more restrictive standard shall apply.

4 = Animal pens, feedlots, or animal structures shall be a minimum of 35 feet from side or rear property lines.

5 = See Table 1, Dimensional Standards, for OHWL setback requirements.

NA Not applicable/not permitted use