

How Do I Apply for a Conditional Use Permit?

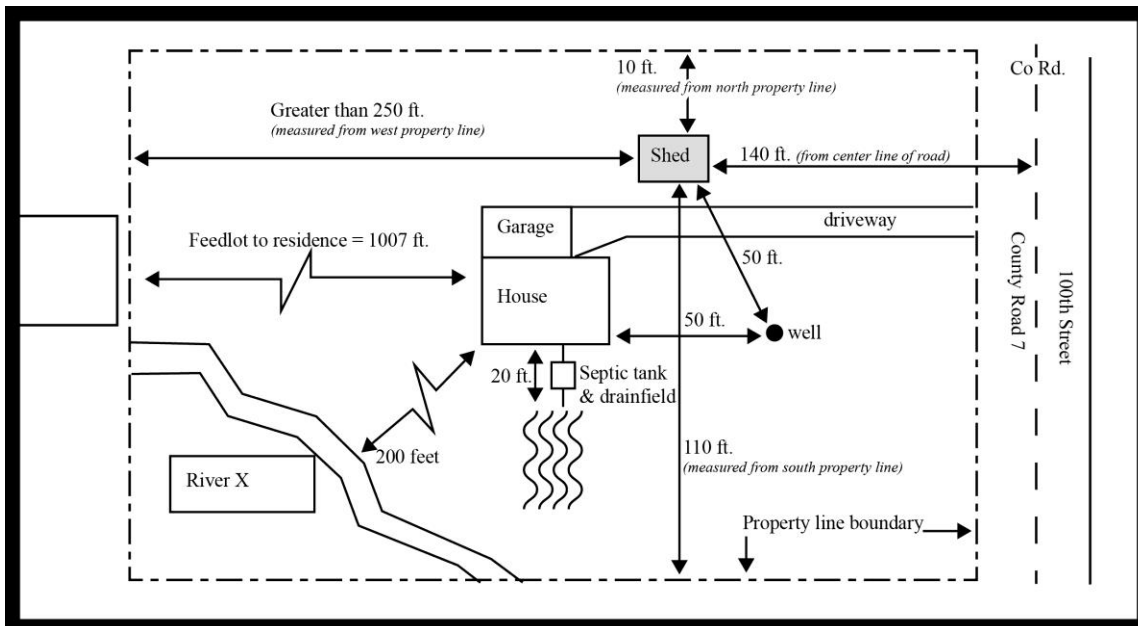
DESCRIPTION

This describes the process to follow to apply for a Conditional Use Permit. The process outlined below may take between 60 and 120 business days.

APPLICATION STEPS

1. Obtain the appropriate application form and application submittal requirements, including
 - Description of Conditional Use including, if applicable:
 - Hours of operation;
 - Number of employees;
 - Parking;
 - Lighting;
 - Noise;
 - Signage;
 - Garbage and sewage handling; and
 - Physical changes to the property such as tree removal or dirt moving
 - Description of how the Conditional Use may or may not impact your neighbors
 - Site Plan
 - Certificate of Compliance if property is located in Shoreland or Wild and Scenic River Districts
2. Complete the application.

Below is a sample Site Plan. Your Site Plan should show the location of the proposed Conditional Use, and if applicable, parking, storage, signs, or other parts of the proposed Conditional Use.



3. Submit the completed application and application submittal requirements in person or mail to:
Mille Lacs County Land Services Office
635 2nd Street SE
Milaca, MN 56353

COUNTY REVIEW PROCESS

1. Staff will review the application and application submittal requirements within 10 business days to ensure compliance with all applicable federal, state and local regulations.
 - a. The review may include a site visit.
2. Staff will inform the applicant within 15 business days if their application is complete, or if additional information is required.
3. Staff will schedule the item for Planning Commission consideration:
 - a. Prepare Planning Commission agenda;
 - b. Prepare legal notice to the official county newspaper;
 - c. Prepare notices to be sent to property owners within 1,320 feet of applicant's property; and
 - d. Notify the applicant of the scheduled Planning Commission hearing date;
4. Staff will review and analyze the application and prepare a staff report to be presented to the Planning Commission.
 - a. Staff will send copies of the report to the applicant and the township.
5. Planning Commission conducts a public hearing.
 - a. Written comments are read into the record;
 - b. Personal testimony from notified property owners is heard;
 - c. Applicant testimony is heard;
 - d. Staff report is reviewed and discussed;
 - e. Questions may be asked of applicant or county staff; and
 - f. The Planning Commission will make recommendation to the County Board. The Planning Commission may table the request for additional information, which may result in a second or third public hearing being required before a recommendation is made to the County Board.
6. The County Board considers the Planning Commission's recommendation at the first County Board meeting of the month following the Planning Commission meeting. The County may accept, modify, or deny the Planning Commission's recommendation.
7. Staff will notify the applicant in writing of the County Board's decision within 10 business days. The notification will include information regarding the applicant's next steps.