

Date submitted: _____
Date of requested hearing: _____

## CONDITIONAL USE PERMIT APPLICATION

PLEASE PRINT

1. NAME OF APPLICANT(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

MAILING ADDRESS CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PARCEL(S): \_\_\_\_\_

ACREAGE: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY AFFECTED:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHECK TYPE OF CONDITIONAL USE PERMIT BEING APPLIED FOR:

- STANDARD CUP \_\_\_\_\_
- RE-ZONE \_\_\_\_\_
- RESIDENTIAL CIC \_\_\_\_\_
- PUD/CIC (under 10 units) \_\_\_\_\_
- PUD (10 or more) \_\_\_\_\_

IS THE PROJECT LOCATED WITHIN THE SHORELAND AREA (circle)? Yes or No

LAKE or RIVER NAME & CLASSIFICATION: \_\_\_\_\_

2. The application must include, and **WILL NOT** be processed or scheduled on the Planning Commission Agenda without the following information in accordance to Beltrami County Shoreland Management Ordinance Section 1106. A (1) a-g:
  - a.) A plan of the proposed project area showing contours, soil types (Beltrami County Soils Survey), ordinary high water level, ground water conditions, bedrock, slope and vegetative cover.
  - b.) The location of existing and proposed buildings, parking areas, traffic access, driveways, walkways, piers, open spaces and vegetative cover.
  - c.) Plans of buildings, sewage treatment facilities, water supply systems and arrangements of operations.
  - d.) Specifications for areas of proposed grading, filling, lagoon, dredging, and other topographic alterations.
  - e.) Other information necessary to determine if the proposal meets the requirements and intent of this ordinance.
  - f.) Beltrami County Environmental Questionnaire.
  - g.) Any other information required by this Ordinance.
  
3. In accordance with Shoreline Management Ordinance Section 1001 A (1) all regulated wetlands on the proposed Conditional Use Permit site shall be identified with a wetland delineation and boundaries shown on the site map.

Reference the attached application check-list. When complete submit this application plus all supporting documents to the Environmental Services Department (ESD). You will notified whether the application was deemed complete and what must be addressed to make it complete. When complete it be placed before the county Board of Adjustment for a public hearing and you will be notified of the date/time.

If approved you are required to obtain all required permits prior to doing the work.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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***Beltrami County Environmental Services Department Use only***

CUP APPLICATION FEE: \_\_\_\_\_ (Payable to Beltrami County Treasurer) PAID? *Yes or No*

CHECK #: \_\_\_\_\_ CASH: \_\_\_\_\_ Receipt #: \_\_\_\_\_

RECORDING FEE: \_\_\_\_\_ (Payable to Beltrami County Recorder) PAID? *Yes or No*

CHECK #: \_\_\_\_\_ CASH: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

DATE REVIEWED BY PLANNING COMMISSION: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BELTRAMI COUNTY  
ENVIRONMENTAL SERVICES

Brent Rud, Director

Phone: 218-333-4158

<http://www.co.beltrami.mn.co>

## BELTRAMI COUNTY ENVIRONMENTAL QUESTIONNAIRE

1. PROJECT TITLE \_\_\_\_\_  
NAME of APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_  
CONTACT PERSON \_\_\_\_\_ CELL \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY, STATE & ZIP \_\_\_\_\_

2. SECTION \_\_\_\_\_ TWP \_\_\_\_\_ RANGE \_\_\_\_\_ TOWNSHIP \_\_\_\_\_  
LAKE NAME, NUMBER & CLASSIFICATION \_\_\_\_\_  
PARCEL# \_\_\_\_\_  
LEGAL DESC: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ATTACH COPIES OF EACH OF THE FOLLOWING TO THE QUESTIONNAIRE:**

- COUNTY MAP SHOWING GENERAL LOCATION OF PROJECT
- COPY OF USGS (United States Geological Survey) 7.5 MINUTE, 1:24,000 SCALE MAP INDICATING THE PROJECT BOUNDRIES
- SITE PLAN SHOWING SIGNIFICANT PROJECT & NATURAL FEATURES.
- WETLAND DELINEATION

4. DESCRIPTION  
Describe the proposed project and ancillary facilities. Emphasize on construction and operation methods, and include features that will cause physical manipulation of the environment or produce wastes. Indicate the timing and duration of construction activities.

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5. PROJECT MAGNITUDE DATA

Total Project Area in Acres \_\_\_\_\_ or length \_\_\_\_\_

Number of Residential Units: Unattached \_\_\_\_\_ Attached \_\_\_\_\_

Commercial / Industrial / Institutional Building Area (gross floor space or total sq ft) \_\_\_\_\_

Indicate area of specific uses and heights of bldgs:

Office \_\_\_\_\_ Retail \_\_\_\_\_ Warehouse \_\_\_\_\_

Light Industrial \_\_\_\_\_ Manufacturing \_\_\_\_\_ Other Industrial \_\_\_\_\_

Agricultural \_\_\_\_\_ Other \_\_\_\_\_

6. PERMITS AND APPROVALS REQUIRED:

List all known local, state, and federal permits, approvals, and funding required

<u>Unit of Government</u>	<u>Type of Application</u>	<u>Status</u>
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7. LAND USE

Describe current and past land use and development on the site and adjacent lands. Discuss the compatibility of the project with adjacent and nearby land uses; indicate whether any potential conflicts involve environmental matters. Identify a potential environmental hazard due to past land uses, such as soil contamination, abandon storage tanks.

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8. COVER TYPES

Estimate the acreage of the site with each of the following cover types before and after development. Before and after totals must be equal.

	Before	After		Before	After
Types 1-8 Wetlands			Urban/Suburban Lawn		
Wooded/Forest			Landscaping		
Brush/Grassland			Impervious Surface		
Cropland			Other (describe)		

9. FISH, WILDLIFE, AND ECOLOGICALLY SENSITIVE RESOURCES

- A. Describe fish and wildlife resources on or near the site and discuss how they would be affected by the project. Describe any measures to be taken to minimize or avoid adverse impacts:
- B. Are there any state-listed endangered, threatened, or special concern species; rare plant communities, colonial waterbird nesting colonies, native prairie or other sensitive ecological resources near the site?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If yes, describe the resource and how it would be affected by the project. Indicate if a site survey of the resources was conducted. Describe measures to be taken to minimize or avoid impacts.

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10. PHYSICAL IMPACTS ON WATER RESOURCES

Will the project involve the physical or hydrologic alteration (dredging, filling, stream diversion, outfall structure, dikes, impoundment) of any surface water (lake, pond, wetland, stream, drainage ditch)?

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If YES, identify the water resources to be affected and describe: the alteration, including the construction process; volumes of dredged or filled material; area affected; length of stream diversion; water surface area affected; timing and extent of fluctuations in water surface elevations; spoils disposal sites; and proposed mitigation measures to minimize impacts.

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11. WATER USE

A. Will the project involve the installation or abandonment of any wells? \_\_\_\_\_Yes \_\_\_\_\_No  
For abandon wells give location and Unique Well Number. For new wells, or other previously un-permitted wells give location and purpose of the well and the Unique Well Number.

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B. Will the project require an appropriation of ground or surface water (including de-watering)? \_\_\_\_\_Yes \_\_\_\_\_No

If YES, indicate the source, quantity, duration, purpose of the appropriation, and DNR Water Application Permit Number of any existing appropriation. Discuss the impact of the appropriation on ground water levels.

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C. Will the project require connection to a public water supply? \_\_\_\_\_Yes \_\_\_\_\_No

If YES, identify the supply, the DNR Water Appropriation Permit Number of the supply and the quantity to be used.

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12. WATER RELATED LAND USE MANAGEMENT DISTRICTS

Does any part of the project site involve a Shoreland zoning district, a delineated 100-year flood plain, or a state or federally designated wild or scenic river land use district? \_\_\_\_\_Yes \_\_\_\_\_No

If YES, identify the district and discuss the compatibility of the project with the land use restrictions of the district.

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13. WATER SURFACE USE

Will the project change the number or type of watercraft on any water body? \_\_\_\_\_Yes \_\_\_\_\_No

If YES, indicate the current and projected watercraft usage and discuss any potential overcrowding or conflicts with other users or fish and wildlife resources.

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14. SOILS

Approximated depth in feet to: Ground Water: minimum \_\_\_\_\_ average \_\_\_\_\_

Bedrock: minimum \_\_\_\_\_ average \_\_\_\_\_

Describe the soils on the site, giving SCS Classifications

15. EROSION AND SEDIMENTATION

Give the acreage to be graded or excavated and the cubic yards of soil to be moved:

Acres \_\_\_\_\_ Cubic yards \_\_\_\_\_

Describe any steep slopes of highly erodible and identify them on your site map. Describe the erosion and sedimentation measures to be used during and after construction of the project.

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16. WATER QUALITY-SURFACE WATER RUN-OFF

A. Compare the quantity and quality of the site run-off before and after the project. Describe methods to be used to manage and/or treat run-off. \_\_\_\_\_

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B. Identify the route(s) and receiving water bodies for run-off from the site. Estimate the impact of the run-off on the quality of the receiving waters. \_\_\_\_\_

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17. WATER QUALITY-WASTEWATER

A. Describe sources, quantities, and composition (except for normal domestic sewage) of all sanitary and industrial wastewaters produced or treated at the site.

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B. Describe any waste treatment methods to be used and give estimates of composition after treatment, or if the project involves on-site sewage systems, discuss the suitability of the site conditions for such systems. Identify receiving waters (including ground water) and estimate the impact of the discharge on the quality of the receiving waters.

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C. If wastes will be discharged into a sewer system, identify the system and discuss the ability of the system to accept the volume and composition of the wastes. Identify any improvements, which will be necessary.

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18. GROUND WATER-POTENTIAL FOR CONTAMINATION

A. Approximated depth (in feet) to ground water: minimum\_\_\_\_\_ average\_\_\_\_\_

B. Describe any of the following site hazards to ground water and also identify them on the site map: sink holes, shallow limestone formations/karst conditions, and soils with high infiltration rates, abandon or unused wells. Describe measures to avoid or minimize environmental problems due to any of these hazards.

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C. Identify any toxic or hazardous materials to be used or present on the project site, identify measures to be used to prevent them from contaminating ground water.

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19. SOLID WASTES-HAZARDOUS WASTES; STORAGE TANKS

A. Describe the types, amounts, and compositions of solid or hazardous wastes to be generated, including animal manures, sludge's, and ashes. Identify the method and location of disposal. For projects generating municipal solid waste indicate if there will be a source separation plan, list type(s) and how the project will be modified to allow for recycling.

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B. Indicate and identify the number, location, size, contents, and use of any above or below ground tanks to be used for storage.

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20. TRAFFIC

Parking Spaces added \_\_\_\_\_

Existing spaces \_\_\_\_\_

Estimated total Average Daily Traffic (ADT) generated \_\_\_\_\_

Estimated maximum peak hour(s) of traffic generated \_\_\_\_\_ to \_\_\_\_\_ and \_\_\_\_\_ to \_\_\_\_\_

For each affected road indicate the ADT, and the directional distribution of traffic with and without the project. Provide an estimate of the impact on traffic congestion on the affected roads and describe any traffic improvements, which will be necessary.

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21. VEHICLE-RELATED AIR EMISSIONS

Provide an estimate of the effect of the project's traffic generation on air quality, including carbon monoxide levels. Discuss the effect of traffic improvements or other mitigation measures on air quality impacts.

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22. STATIONARY SOURCE AIR EMISSIONS

Will the project involve any stationary sources of air emissions (such as boilers or exhaust stacks)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If, YES, describe the sources, quantities, and compositions of the emissions; the proposed air pollution control devices; the quantities and composition of the emissions after treatment; and the effects on air quality.

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23. Will the project generate dust, odors, or noise during the construction and/or operation?  
\_\_\_\_\_Yes \_\_\_\_\_No

If YES, describe the sources, characteristics, duration, and quantities or intensity, and any proposed measures to mitigate adverse impacts. Also identify the locations of sensitive receptors in the vicinity and estimate the impacts on these receptors.

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24. Are any of the following resources on or in proximity to the site:

- A. Archeological; historical, or architectural resources? \_\_\_\_\_Yes \_\_\_\_\_No
- B. Prime or Unique farmlands? \_\_\_\_\_Yes \_\_\_\_\_No
- C. Designated parks, recreational areas or trails? \_\_\_\_\_Yes \_\_\_\_\_No
- D. Scenic views and vistas? \_\_\_\_\_Yes \_\_\_\_\_No
- E. Other unique resources? \_\_\_\_\_Yes \_\_\_\_\_No

If YES, to any items describe the resource and identify any impacts on these receptors.

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25. Will the project create adverse visual impacts? Examples may include: glare from intense lights, lights visible in wilderness areas, large visible plumes from cooling towers, or exhaust stacks.  
\_\_\_\_\_Yes \_\_\_\_\_No

If YES, explain.

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26. **COMPATIBILITY WITH PLANS**

Is the project subject to an adopted local comprehensive land use plan or any other applicable land use, water, or resource management plan of a local, regional, state, or federal agency?

\_\_\_\_\_Yes \_\_\_\_\_No

If YES, identify the applicable plan(s), and explain how any conflicts between the project and the plan(s) will be resolved.

If NO, also explain.

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27. IMPACT ON INFRASTRUCTURE AND PUBLIC SERVICES.

Will new or expanded utilities, roads, other infrastructure, or public services be required to serve the project?  
 Yes  No

If YES, describe the new or additional services needed.

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28. RELATED DEVELOPMENTS: CUMULATIVE IMPACTS

A. Are future stages of this development planned or likely?  Yes  No

B. Is this project a subsequent stage of an earlier project?  Yes  No

C. Is other development anticipated on adjacent lands or outlots?  Yes  No

If YES to any of the above questions discuss stages of development, timing and environmental review plans. ALSO discuss cumulative environmental impacts resulting from this project and related developments.

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29. OTHER POTENTIAL ENVIRONMENTAL IMPACTS

If the projects may cause any adverse environmental impacts, which were not addressed by items 1- 28, identify and discuss them here along with any proposed mitigation.

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30. SUMMARY OF ISSUES

List any impacts and issues identified above that may require further investigation before the project is commenced. Discuss alternative or mitigative measures that may have been or may be considered for these impacts and issues, including those that have been or may be ordered as permit conditions.

I hereby certify that the information contained in this document is accurate and complete to the best of my knowledge,

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Signature applicant

Date