

# Le Sueur County

## Interim Use Permit - Application

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### I. Applicant:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

### II. Landowner:

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
  
Property Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Phone # \_\_\_\_\_

### III. Parcel Information:

Parcel Number \_\_\_\_\_ Parcel Acreage \_\_\_\_\_  
Attach Full Legal Description (**NOT** abbreviated description from tax statement)  
Township \_\_\_\_\_ Section \_\_\_\_\_  
Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

### IV. Township Notification: Township must be notified of proposed use prior to application.

\_\_\_\_\_ Township notified on \_\_\_\_\_  
(Township Name) (Date)

Board Member \_\_\_\_\_ regarding the proposed use.  
(Name)

### V. Quantities and Submittal Formats:

- a. One (1) reproducible 8.5" x 11" copy of the request and all other supporting documents.
- b. Electronic version of any supporting documents *if available*.
- c. Additional copies may be requested as deemed necessary by the Department.
- d. **Application must be made in person** by the applicant and/or landowner no later than 12 P.M. on the date of application deadline.
- e. **Appointment is necessary.**
- f. **Applications will not be accepted by mail.**

**VI. Fees: Must be paid at the time of application.**

Interim Use Permit	\$750	After-the-Fact fee is <b><u>DOUBLED</u></b>
Filing Fee	\$46	
<b>Additional Fees:</b>		
Special Meeting	\$2,000	
After-the-Fact Penalty	\$1,500 <b><u>OR</u></b>	10% of value of improvement, whichever is greater

**VII. Zoning:**

- Conservancy
- Urban & Rural Residential
- General Industry
- Recreational Residential
- Agricultural
- General Business
- Special Protection
- Recreational Commercial

**VIII. Type of Request:**

- Temporary Dwelling
- Bed and Breakfast Inn
- Riding Academy / Stable
- Retaining Walls
- Open & Outdoor Storage, Sales, and Service
- Surface Water-Oriented Commercial Use
- Mineral Extraction
- Special Event
- Contractors Yard
- Riprap Project
- Level II Home Occupation
- Short-Term Rental
- Outdoor Commercial Rec.
- Guest Cottage

**IX. Description of Request:**

- a. A full description of request with detailed information must be attached.
- b. Complete the following in relationship to the proposed Interim Use Permit.

- 1. **Proposed Days & Hours of Operation:** \_\_\_\_\_
- 2. **Estimated Daily Trips Generated by the Proposed Use:** \_\_\_\_\_
- 3. **List of Public Sanitation Plans:**
  - a. **Water Supply:** \_\_\_\_\_
  - b. **Restroom Facilities:** \_\_\_\_\_
  - c. **Solid Waste Collection:** \_\_\_\_\_
- 4. **Fire Prevention:** \_\_\_\_\_
- 5. **Security Plans:** \_\_\_\_\_

6. Retail Sales: \_\_\_\_\_
7. Food and/or Alcohol served or for Sale: \_\_\_\_\_
8. Describe any services requested to be provided by the County:  
 \_\_\_\_\_  
 \_\_\_\_\_
9. Describe the use of any Amplified Sound:  
 \_\_\_\_\_  
 \_\_\_\_\_
10. Describe the use of any Exterior Lighting:  
 \_\_\_\_\_  
 \_\_\_\_\_
11. Describe the management of Parking and Loading:  
 \_\_\_\_\_  
 \_\_\_\_\_
12. All Proposed Signage: \_\_\_\_\_
13. Road Access (Approved by the Road Authority): \_\_\_\_\_
14. Certificate of Insurance; \_\_\_\_\_
15. Meet all Applicable County, State, & Federal Regulations (additional licensing / permitting):  
 \_\_\_\_\_  
 \_\_\_\_\_

**X. Site Plan:** Shall include but not limited to the following:

- North Point
- Setbacks
- Property Lines
- Road Rights-of-Way
- Parking
- Lake
- River
- Wetlands
- Streams
- Ponds
- Existing Structures
- Proposed Structures
- Lot Dimensions
- Easements
- Landscape, Screening, and/or Buffering
- Septic System
- Well
- Access (Size & Location)
- Drainage

**\*\* Site Plan & As-Built may be required to be completed by a licensed surveyor or professional engineer. \*\***

**XI. Attachments: Shall include but not limited to:**

- a. Description of Request** - See Part IX for full details and requirements.
- b. Site Plan** - See Part X for full details and requirements.
- c. Full Legal Description** - Not abbreviated description from tax statement.
- d. Access Approval** - Attach approval in writing from proper road authority.
- e. Township Notification** - See Part IV for details and requirements.
- f. Septic System Compliance Inspection** (when applicable)
- g. Erosion Control Plan** - Attach completed and signed plan including map.
- h. Floor Plans and/or Building Plans**

**XII. Procedure:**

- The Planning Commission shall hold a public hearing on the proposed Interim Use Permit at a scheduled Planning Commission meeting.
- The Planning Commission is an advisory board to the County Board of Commissioners and will make a recommendation to the County Board.
- The Department shall report the Findings and recommendations of the Planning Commission to the County Board for final decision.
- Action by the County Board shall be a majority vote of its members.
- The Department shall notify the applicant and/or landowner in writing of the County Board decision.
- A certified copy of the Interim Use Permit shall be filed with the Le Sueur County Recorder by the Department.

**XIII. Signatures:**

*I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge.*

\_\_\_\_\_

Applicant signature

\_\_\_\_\_

Date

*I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge.*

\_\_\_\_\_

Property Owner signature

\_\_\_\_\_

Date

**\*\*\* OFFICE USE ONLY \*\*\***

**Request:** \_\_\_\_\_

Pre-App Date: \_\_\_\_\_ Lake: \_\_\_\_\_ Feedlot: **500' 1000' N/A**  
Meeting Date: \_\_\_\_\_ Lake Classification: \_\_\_\_\_ Wetland Type: **1-2 3-8 N/A**  
15-Day: \_\_\_\_\_ FEMA Panel: # 27079C \_\_\_\_\_ D Water Course: Y N  
60-Day: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Bluff: Y N If yes, \_\_\_\_\_%

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Project Description | <input type="checkbox"/> Access Approval         | <input type="checkbox"/> Septic Status: _____               |
| <input type="checkbox"/> Site Plan           | <input type="checkbox"/> Erosion Control Plan    | <input type="checkbox"/> Meeting Type: <b>Reg. ATF Spec</b> |
| <input type="checkbox"/> Full Legal          | <input type="checkbox"/> Survey (Existing Cond.) | <input type="checkbox"/> Fee: \$ _____                      |
| <input type="checkbox"/> Other _____         | <input type="checkbox"/> Survey (Proposed Cond.) | <input type="checkbox"/> Penalty: \$ _____                  |

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- |   |  |             |
|---|--|-------------|
| <input type="checkbox"/> Application Complete _____   | _____                                  | _____       |
|   | Planning & Zoning Department Signature | Date        |
|   |  | Permit #    |
| <input type="checkbox"/> Application Incomplete _____ | _____                                  | _____       |
|   | Planning & Zoning Department Signature | Date        |
|   |  | Notice Sent |

**List of Deficient Items:**

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