

CARLTON COUNTY  
ZONING AND ENVIRONMENTAL SERVICES  
301 Walnut Avenue, Room 103  
P.O. Box 220  
Carlton, MN 55718-0220  
218-384-9176  
[www.co.carlton.mn.us](http://www.co.carlton.mn.us)

Permit number \_\_\_\_\_

Township \_\_\_\_\_

### CONDITIONAL OR 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.*

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")

LEGAL 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

CASE NUMBER \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_ FEE \_\_\_\_\_ 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:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>IS THE USE REQUESTED TEMPORARY?</b>	YES	NO
<b>IS THE USE OWNER SPECIFIC?</b>	YES	NO
<b>DOES THE USE LACK SPECIFIC EXISTING OR NEW INFRASTRUCTURE?</b>	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.**

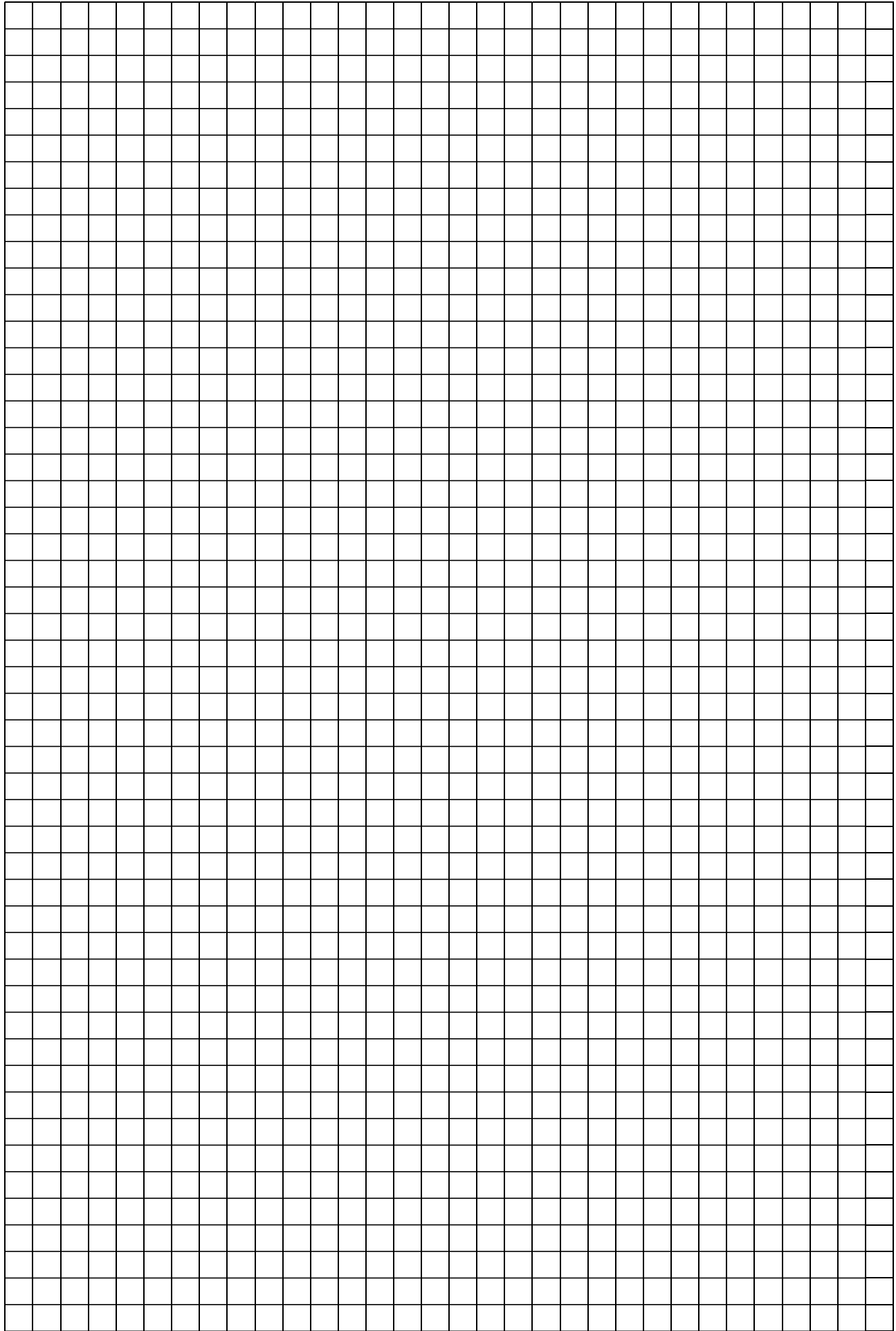
**All work must begin within one (1) year of issuance.**  
**Data furnished on this application form is public information.**

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 January 1, 2021**

**ZONING PERMIT/LAND USE PERMIT**

Accessory Structure or Accessory Structure Addition	\$50.00
Dwelling	\$150.00
Dwelling Addition	\$75.00
Dwelling Deck	\$50.00
Commercial/Industrial Building (primary)	\$200.00
Commercial/Industrial Addition (primary)	\$100.00
Commercial/Industrial Accessory Structure (or addition)	\$100.00
Signs: On Site	\$50.00
Signs: Off Site	\$150.00
Handicap Ramp	No fee
Shoreland Alterations – Zoning Permit	\$100.00
Tower (Communications)	\$150.00
Tower Antennas/Antenna Replacement	\$100.00
Borrow Pit	\$100.00
Conditional or Interim Use	\$400.00 + \$46 Recording fee = \$446.00
Variance	\$400.00 + \$46 Recording fee = \$446.00
Appeal of Administrative Decision	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment – Residential/Agriculture	\$400.00 + \$46 Recording fee = \$446.00
Rezoning/Zoning Amendment – Commercial/Industrial	\$500.00 + \$46 Recording fee = \$546.00
New E-911 Address Fee	\$85.00
After-the-Fact – 1 <sup>st</sup> Notice (plus permit fee)	\$100.00 +
After-the-Fact – 2 <sup>nd</sup> Notice (plus permit fee)	\$300.00 +
After-the-Fact – 3 <sup>rd</sup> Notice (plus permit fee)	\$600.00 +

**SUBDIVISIONS**

Administrative Subdivision – Create up to 4 lots	\$150.00
Administrative Subdivision – Lot Line Adjustment	\$150.00
County Surveyor Review Fee – if required	\$75.00+ mileage
Minor Subdivision	\$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	\$20.00

**SEWER PERMIT**

0 - 1,000 GPD – Drainfield/Bed	\$200.00
0 - 1,000 GPD – Mound/At Grade	\$250.00
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	\$150.00*

**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	\$75.00
Banking Application	\$500.00
Delineation Review	\$100.00
Replacement Plan <10,000 sq. ft.	\$150.00
Replacement Plan 10,000 sq. ft. – 1 acre	\$250.00
Replacement Plan - over 1 acre	\$500.00 per acre
After-the-Fact	Double

**WATER TESTING**

First Test	\$40.00
Each Additional Test	\$10.00 each
Water Pickup	\$50.00
Water Pickup and Sewer Compliance	\$175.00*
Lead Test	\$40.00

\*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 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	RC	CLR	NE	RD	GD	R	F	T	REM	REC				
Density <sup>1</sup>	1:20 acre	1:5 acre	1:1 acre	1:1 acre	1:1 acre	1:5 acre	UD <sup>2</sup>	UD	UD	UD	UD	UD	UD	UD	UD	UD				
Min. Lot Area	20 acres 2 ac. cluster <sup>3</sup>	2.5 acres	1 acre - single; 2 acre duplex	1 acre <sup>6</sup>	1 acre <sup>6</sup>	10 acres	UD	UD	UD <sup>7</sup>	UD <sup>7</sup>	UD	UD	UD	UD	UD	4.5 acre				
Min. Buildable Area <sup>8</sup>	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	UD	1 acre	1 acre			
Min. Lot Width	330' 165' cluster	250' m&b <sup>4</sup> 165' plat <sup>5</sup>	150'	150'	150'	330'	UD	UD	UD <sup>9</sup>	UD <sup>9</sup>	UD	UD	UD	UD	UD	600'	300'			
Min. Lot Depth	300'	300'	150'	200'	200'	660'	UD	UD	UD	UD	UD	UD	UD	UD	UD	UD	UD			
OHWL <sup>10</sup> Structure Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	75'	200'	150'	100'	200'	150'	150'			
OHWL SSTS Setback	NA	NA	NA	NA	NA	NA	NA	NA	150'	100'	100'	150'	100'	100'	150'	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 ownership permitted within the corresponding acreage.

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	M-1 Limited Industrial	R Shoreland - Remote River
A-2 Agriculture/Rural Residential	RC Red Clay Overlay Area	F Shoreland - Forested River
R-1 Recreation Residential	NE Shoreland - Natural Environment Lake	T Shoreland - Tributary Stream
C-1 Commercial Recreation	RD Shoreland - Recreational Development Lake	REM St. Louis River - Remote Area
C-2 Highway Commercial	GD Shoreland - General Development Lake	REC St. Louis River - Recreational Area
CLR Closed Landfill Restricted Overlay District		



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	Overlay Area
<b>Maximum Building Height<sup>1</sup>:</b>							
Agricultural Building	none	none	NA	NA	NA	NA	none
Other	30'	30'	30'	30'	30'	35'	35'
Accessory Building (detached non-pole type)	18'	18'	18'	18'	18'	18'	18'
<b>Structure Setbacks (Principal and Accessory)</b>							
<b>Front yard:</b>							
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 <sup>2</sup> )	35'	35'	35'	35'	35'	35'	35'
Platted Road (bldg. line to road ROW)	35'	35'	35'	35'	35'	35'	35'
<b>Side yard (bldg. line to side yard):</b>							
Principal Structure	20'	20'	10'	10'	20'	20'	UD <sup>3</sup>
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
<b>Rear yard (bldg. line to rear yard):</b>							
Principal Structure	50'	40'	30'	15'	15'	40'	UD <sup>5</sup>
Accessory Structure <sup>4</sup>	10'	10'	10'	10'	10'	10'	UD <sup>5</sup>
Rear yard (bldg. line to alley ROW):	20'	20'	20'	20'	20'	20'	20'
<b>Maximum Lot Coverage:</b> (building, structures, roads, driveways parking areas, and other impervious surfaces, including gravel surfaces)	NA	NA	35%	50%	50%	50%	25%
<b>Accessory to Accessory:</b>	none	none	none	none	none	none	none
<b>Dwelling (Primary Structure) to Accessory</b>	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.