



# Land Management Department

## Application Submittal Requirements

**BOARD OF ADJUSTMENT:** (Variance/Appeal)

**PLANNING COMMISSION:** (Conditional Use Permit/Interim Use Permit/Preliminary Plat/Final Plat)

Please ask Department for the applicable section(s) of the Carver County Code, regarding your use restrictions and performance standards, prior to making your application. In addition, please refer to the attached information pertaining to criteria for granting requests. Review this information carefully to ensure that your proposal will meet the minimum ordinance requirements for application. After your review, please consult with Land Management Staff to answer any questions you may have regarding the application process and/or specific requirements.

ALL REQUIRED ITEMS MUST BE SUBMITTED TO AND REVIEWED BY LAND MANAGEMENT STAFF APPROXIMATELY FOUR (4) WEEKS PRIOR TO THE MEETING DATE - A TOWNSHIP ACKNOWLEDGEMENT SIGNATURE OR A MEETING DATE SCHEDULED FOR THE TOWN BOARD IS REQUIRED - INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

**BOARD OF ADJUSTMENT MEETING DATE:** 1<sup>ST</sup> WEDNESDAY OF EVERY MONTH

**PLANNING COMMISSION MEETING DATE:** 3<sup>RD</sup> TUESDAY OF EVERY MONTH

The following are the minimum submittal requirements:

---

**Land Use Application** Must be signed (page 4)

---

**Township Presentation and Recommendation Form** (page 5)

NOTE: You must contact the clerk of the township where this property is located. Failure to contact your township and failure to obtain the application acknowledgement signature will delay acceptance and processing of your request. Please contact your township clerk as soon as possible to make arrangements to attend their next meeting.

Township Clerk

Phone

Meets

---

**Site/plot plan**

An accurate site/plot plan of the property drawn to scale (with north arrow) on white paper no larger than 11"x17". The following information should be shown and/or labeled on the plan:

- Dimensions of the property;
- Location and name of road(s) abutting the property;
- Location, dimension(s) and setback(s) of all existing & proposed structures, easements, sewage treatment systems, wells and operational areas. (Setbacks should be measured to all property lines, adjacent roads [centerline or right-of-way], public waters and DNR protected wetlands.);
- Locations and uses of all buildings on the subject property;
- All significant physical features (i.e. steep slopes, woods, wetlands, ponds, ditches, streams, public waters);
- Indicate general drainage patterns and direction of surface water drainage.
- Any additional information requested by Land Management Staff.

---

**Additional information, if applicable:**

- Driveway(s) on the subject property and within 100', 300', 500' or 1250' when applicable;
- Existing and proposed accesses onto any public roads, private driveways, field accesses, parking areas, loading areas. **NOTE: A copy of an approved access permit may be required from the local road authority;**
- Vehicle parking layout;
- Drainage and/or Erosion Control Plan;
- Any substantial proposed grading and/or filling;
- Existing & proposed landscaping and screening of any proposed outdoor storage.

---

**If the Applicant is not the Property Owner:**

Applicant must demonstrate **sufficient interest** in property to make application. (This can be your deed or contact for deed, purchase agreement, lease, or can be accomplished by having the **owner sign the application.**)

---

**For Variance or Appeal:**

A **detailed and dated letter** addressed to the Board of Adjustment, explaining the request. The letter should provide an in-depth explanation of the proposed request, addressing the following items:

- What is being proposed and related section of the Land Use Ordinance;
- What has been identified as the practical difficulty;
- Any pertinent background information;
- The conditions that exist on the property such that the terms of the ordinance cannot be met.

---

**For Conditional Use Permit, Interim Use Permit or Preliminary Plat:**

A **detailed and dated letter** addressed to the Planning Commission, explaining the request. The letter should provide an in-depth explanation of the proposed request, addressing the following items (if applicable):

- A description of the activity/operation is being proposed and related section of the Land Use Ordinance;
- Hours of operation (i.e. start time, quitting time, winter hours and summer hours);
- # of employees, # of employees reporting to the site & number of family members working in operation;
- Number of trips generated in & out of site each day (one vehicle would generate two (2) trips per day);
- Number & types of business related vehicles & personal vehicles;
- Number of parking spaces available on the site;
- Use of new and existing structures including type and size;
- Storage needed as part of operation (indoor & outdoor) and location of operational area(s);
- Materials stored on the site (list types and indicate storage area on the site plan);
- Water services, sewage disposal and waste management used;
- Area & capacity of parking area, access to site;
- Screening proposed;
- Signage being utilized including size, type, locations;
- Describe in detail, person(s) other than owner that would access the site (i.e. customers, employees, public).

---

**For property located in a Shoreland Overlay District:**

**Septic Certification** is required prior to the issuance of a permit for all on-site septic systems located on the property. **In all districts, if no SSTS records exist, septic certification may be required.**

---

**Application Fee:**

NOTE: The fee does not include the fee for any associated building permits, escrow, or staff time reimbursement, which may be required.

(for CUP/IUP/Preliminary Plat) [Carver County Fee for Service Schedule](#)

(for Variance/Appeal)

Payable to: Carver County

---

All structures used as part of the Conditional Use Permit shall be in accordance with the **Minnesota State Building Code** rules and regulations.

The Land Management Department will notify neighboring property owners of request as well as publish the proposal in the County's Official Paper at least ten (10) days prior to the hearing date, as required by State Law.



# Land Use Application

## Planning Commission

## Board of Adjustment

- Conditional Use Permit
- Preliminary Plat
- Interim Use Permit
- Final Plat

- Variance
- Appeal

Application **must** have a Town Board acknowledgement signature to be complete

PARCEL #  ACRES  Permit #

**Property Owner:**    MI  
 Last Name First Name MI  
 Home Phone  Work Phone  e-mail   
 Address      
 Street City State Zip

**Applicant (if different from Owner):**    MI  
 Last Name First Name MI  
 Home Phone  Work Phone  e-mail   
 Address      
 Street City State Zip

### Description of Request:

I swear that all information submitted by me (or my agent representing me) as part of this request is true, correct, accurate and complete to the best of my knowledge. I hereby authorize the Carver County Planning Director and/or authorized agent to enter upon property subject to this application to gather information pertinent to this application.

I agree to reimburse the County pursuant to the Carver County Fee for Service Schedule for expenditures incurred for professional services and/or for staff time at \$60/hour up to \$2,000. Initials:

In cases where M.S. 15.99 applies, the County hereby notifies the applicant that a decision may not be rendered within 60 days due to public hearing requirements and agency review. Therefore, the County is notifying the applicant that the County may extend the timeline for an additional 60 day review. (The applicant will be notified in writing if this were to occur.) A decision on the request shall be completed within 120 days unless additional review extensions are approved by the applicant.

Date

**Applicant's signature** (if the property was purchased on a contract for deed, the Contract Holder must sign or approve the application)

Date

**Owner's signature** (if other than Applicant, an owner must sign or other verification must be submitted such as a purchase agreement)

Date

**Township Official's signature** (application and acknowledgement only - this does not indicate support; recommendation is separate)

### OFFICE USE ONLY

Ordinance Section:

Date application completed and filed w/Dept.:  Public Hearing Date

Minnesota Statute 15.99 (60 days)  (120 days)

Cost Recovery?  Yes  No Fee: \$  Receipt #:

Property w/in Shoreland?  Yes  No Septic compliance required?  Yes  No

Property w/in Floodplain?  Yes  No Water Plan Application?  Yes  No Level  2  3

Property Homesteaded?  Yes  No Property in Agricultural Preserve Program?  Yes  No

Property has Feedlot Status?  Yes  No



# Township Presentation & Recommendation Form

<b>PARCEL #</b>	<input type="text"/>	<b>Permit #</b>	<input type="text"/>
<b>Owner's Name:</b>	<input type="text"/>	<b>Owner's Mailing Address:</b>	
<b>City:</b>	<input type="text"/>	<b>Owner State:</b>	<input type="text"/>
<b>Applicant (if other than owner):</b>	<input type="text"/>	<b>Owner Zip:</b>	<input type="text"/>
		<b>Site Address:</b>	<input type="text"/>

Type of Request:     CUP     IUP     Preliminary Plat     Final Plat     Variance     Appeal

Description of Request:

**Date of County Public Hearing:**       **Date of Township Meeting:**

**Actions:**

**Township Action Taken:**

Recommends approval and use of the Township Road (if applicable) with the following comments:

Recommends denial for the following reasons:

No recommendation, but will comment on the request at the Planning Commission or Board of Adjustment hearing:

**\*\*Important:** I understand that I must appear at the Town Board meeting to present my request and obtain their recommendation prior to appearing before the County Planning Commission or Board of Adjustment.

<input type="text"/>	Date	<input type="text"/>
Signature of Applicant		
<input type="text"/>	Date	<input type="text"/>

Signature of Township Official

**SUBMITTAL DEADLINES For CUP, IUP, Preliminary and Final Plats:**

The following is a list of deadlines for a complete application to be accepted by the Land Management Department for scheduling a hearing at a Planning Commission meeting (hearings are the 3rd Tuesday each month, due dates for the following month are the Friday after the 3rd Tuesday of the month):

**DEADLINE FOR PLANNING COMMISSION**

**COMPLETE SUBMITTAL Due By:**

- January 27, 2023
- February 24, 2023
- March 24, 2023
- April 21, 2023
- May 26, 2023
- June 23, 2023
- July 21, 2023
- August 25, 2023
- September 22, 2023
- October 27, 2023
- November 24, 2023
- December 22, 2023
- January 26, 2024
- February 23, 2024
- March 22, 2024
- April 26, 2024
- May 24, 2024
- June 21, 2024
- July 26, 2024
- August 23, 2024
- September 20, 2024
- October 25, 2024
- November 22, 2024
- December 27, 2024
- January 24, 2025
- February 21, 2025

**For MEETING DATE:**

- February 21, 2023
- March 21, 2023
- April 18, 2023
- May 16, 2023
- June 20, 2023
- July 18, 2023
- August 15, 2023
- September 19, 2023
- October 17, 2023
- November 21, 2023
- December 19, 2023
- January 16, 2024
- February 20, 2024
- March 19, 2024
- April 16, 2024
- May 21, 2024
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 15, 2024
- November 19, 2024
- December 17, 2024
- January 21, 2025
- February 18, 2025
- March 18, 2025

**Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired Planning Commission hearing.** Under state law the Zoning Administrator has 15 business days to determine whether an application is complete. If found to be incomplete, the Administrator will send written notice within those 15 business days to the applicant indicating the deficiencies. It is recommended that applicants set up an appointment with Land Management Staff at least 4 weeks before the targeted complete submittal deadline to discuss and review the proposed submittal for completeness. Complete applications for preliminary plat approval must be submitted at least 45 days prior to the targeted Planning Commission Meeting.

**MEETING LOCATION**

The Planning Commission, Board of Adjustment and County Board meet upstairs in the Social Services wing, Commissioner's Meeting Room of the Carver County Government Center, Chaska Minnesota. In order for your request to be considered, you or someone representing you **must be present** at the meeting.

**SUBMITTAL DEADLINES For Variance and Appeal:**

The following is a list of deadlines for a complete application to be accepted by the Land Management Department for scheduling a hearing at a Board of Adjustment meeting (hearings are the 1<sup>st</sup> Wednesday each month, due dates for the following meeting are the Friday after the 1<sup>st</sup> Wednesday of the month):

**DEADLINE FOR BOARD OF ADJUSTMENT**

**COMPLETE SUBMITTAL Due By:**

- March 10, 2023
- April 7, 2023
- May 12, 2023
- June 9, 2023
- July 7, 2023
- August 11, 2023
- September 8, 2023
- October 6, 2023
- November 10, 2023
- December 8, 2023
- January 12, 2024
- February 9, 2024
- March 8, 2024
- April 5, 2024
- May 10, 2024
- June 7, 2024
- July 12, 2024
- August 9, 2024
- September 6, 2024
- October 11, 2024
- November 8, 2024
- December 6, 2024
- January 10, 2025

**For MEETING DATE:**

- April 5, 2023
- May 3, 2023
- June 7, 2023
- July 5, 2023
- August 2, 2023
- September 6, 2023
- October 4, 2023
- November 1, 2023
- December 6, 2023
- January 3, 2024
- February 7, 2024
- March 6, 2024
- April 3, 2024
- May 1, 2024
- June 5, 2024
- July 3, 2024
- August 7, 2024
- September 4, 2024
- October 2, 2024
- November 6, 2024
- December 4, 2024
- January 8, 2025
- February 5, 2025

**Submittal by the indicated deadline does not guarantee that the application will be accepted for the desired Board of Adjustment hearing.** Under state law the Zoning Administrator has 15 business days to determine whether an application is complete. If the application is found to be incomplete, the Administrator will send written notice within those 15 business days to the applicant indicating the deficiencies. It is recommended that applicants set up an appointment with Land Management Staff at least 4 weeks before the targeted complete submittal deadline to discuss and review the proposed submittal for completeness.

**MEETING LOCATION**

The Planning Commission, Board of Adjustment and County Board meet upstairs in the Social Services wing, Commissioner's Meeting Room of the Carver County Government Center, Chaska Minnesota. In order for your request to be considered, you or someone representing you **must be present** at the meeting.