

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
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(for office use only)

**CORINNA TOWNSHIP  
CONDITIONAL USE APPLICATION**

Name of Applicant \_\_\_\_\_ Phone \_\_\_\_\_

Property Address (E911#) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
*(if different than above)* *(if different than above)*

City, State, Zip \_\_\_\_\_

Applicant is:		Title Holder of Property : <i>(if other than applicant)</i>
Legal Owner	( )	_____
Contract Buyer	( )	(Name)
Option Holder	( )	_____
Agent	( )	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Legal Owner, authorizing application (required): \_\_\_\_\_  
(By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): \_\_\_\_\_  
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Property ID # (12 digit #) 206 - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_ - \_\_\_

Full legal description of property involved in this request, including total acreage (attach separate sheet if necessary):

\_\_\_\_\_

\_\_\_\_\_

Zoning District \_\_\_\_\_, Lake Name (if applicable) \_\_\_\_\_

What are you proposing for the property? State nature of request in detail:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What changes (if any) are you proposing to make to this site?

Building: \_\_\_\_\_

Landscaping: \_\_\_\_\_

Parking/Signs: \_\_\_\_\_

Pursuant to the Corinna Township Zoning Ordinance, Appendix A, Section 505.1, the Planning Commission will consider the effect of the proposed use upon the health, safety, morals, and general welfare of occupants of surrounding lands. Among other things, the Planning Commission shall make the following findings where applicable:

**Please complete all of the following questions to the best of your ability (some questions may not apply, depending on the nature of your request):**

1. Would the proposed use would be harmful to the use and enjoyment of other property in the immediate area (for uses that are permitted)? Why or why not? Would the property reduce or otherwise diminish property values in the immediate area? Why or why not?

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2. Will the proposed use prevent other landowners in the area from developing their property in a normal and orderly way? Why or why not?

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3. Will the proposed use require any utilities, access roads, drainage or other public or semi-public facilities? If so, are these already provided in the area? If not, how will they be provided?

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4. Will the proposed use require off-street parking or loading space? If so, what actions will you take to provide sufficient space and where?

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5. Discuss how the proposed use will be in conformance with the Comprehensive Plan of the Township and Wright County.

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6. Will the proposed use create any odors, fumes, dust, noise, vibration, or involve any lighted signs or other lights? If so, how do you intend to control these so that they do not create a nuisance for neighboring properties? Discuss how the proposed use will be in conformance with the Comprehensive Plan of the Township.

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7. Will the proposed use involve any exterior storage of materials? If so, how will the storage prevent reducing nearby property values, impair scenic views or threaten habitat or other living amenities?

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8. Will the proposed use involve any harvesting of timber or other clearing of forest land? If so, how will exposed soil be stabilized or prevented from eroding? Please attach an erosion and sediment control plan developed and approved by the local soil and water conservation district.

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**If in Shoreland Areas, please complete all of the following questions:**

1. Describe any aspects of the proposed use that could harm the lake or stream. Discuss how you will reduce or prevent any impacts.

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2. Discuss why the proposed use is suited to a shoreland area.

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3. Will the proposed use involve any grading or filling of the natural or existing topography? If so, how will you minimize earthmoving, erosion, tree clearing and the destruction of natural amenities.

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4. Will the proposed use involve any connections to public waters, such as boat slips, canals, lagoons, or harbors? If so, has the MN Department of Natural Resources approved the connection?

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**CORINNA TOWNSHIP**  
**CONDITIONAL USE APPLICATION CHECKLIST**

The following information shall be provided as part of an application for a conditional use permit (incomplete applications, as determined by the Zoning Administrator, will not be accepted or scheduled for a hearing):

- Completed application, including signature of property owner
- Application Fee
- No outstanding violations
- A Sewer Compliance Inspection Report (if the proposed use is located in a Shoreland area or involves the construction of a bedroom addition or if the property is to be transferred to another owner)
- Site plan as close to scale as possible with the following information, as a minimum (unless waived by the Zoning Administrator)\*:
  - Legal Description of Site (can be located on most property tax statements)
  - Location of the subject property (a copy of the tax map can be used)
  - Name of record owner/title holder of property
  - Size of parcel and dimensions
  - North point
  - All existing structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake Ordinary High Water (OHW) level) and each other
  - All proposed structures, their square footage, height, distance from all property lines and setbacks (including road, bluff and lake OHW level) and each other
  - Location on the parcel of existing and proposed sewage treatment systems (ISTS), if present, and wells and their distance from property lines, structures and each other. If served by public sewer, note this.
  - Existing and/or proposed square footage of any driveway (gravel and paved), access roads, parking, sidewalks, or other impervious (hard) surfaces that sheds rainwater.
  - Proposed landscaping and screening plans showing location and type of grasses, shrubs, trees or landscaping material to be used. Note the amount of material to be moved as part of the project (brought in, removed or moved around) in cubic yards.
  - Proposed grading plan, showing any areas to be graded or otherwise disturbed so that bare soil is exposed. Note the dimensions and overall size of the area to be disturbed (if greater than one

acre, a separate stormwater permit will be required) and the amount of material to be moved as part of the project (brought in, removed or moved around) in cubic yards.

- Approximate location of existing and proposed water courses, wooded areas, and other significant physical features
- Approximate location of any proposed advertising signs related to the proposed use
- A description of the expected timeline for any work related to the proposed use.

*\* Under certain circumstances, the Planning Commission or Town Board may require photos of the site or buildings on the site, a current Certificate of Survey, stormwater management plan, landscaping plan, architectural drawings, construction plans or other detailed information when determined necessary to make an informed decision. In order to expedite your application and avoid delays, the Zoning Administrator may recommend the submittal of this information as part of the initial application or at least two weeks prior to the meeting.*

**CORINNA TOWNSHIP**  
**CONDITIONAL USE APPLICATION**

Please read the conditional use application in its entirety before submitting the application. Applicant shall complete Conditional Use Application provided by the Zoning Administrator and submit to the Township Offices at 9801 Ireland Avenue N.W. See the attached schedule of public hearings for relevant application deadlines.

**WHAT IS A CONDITIONAL USE PERMIT?**

A conditional use is a land use or development that would not be appropriate without restrictions, but may be allowed with or without restrictions of conditions as determined by the Planning Commission. The Planning Commission reviews the application and makes a recommendation to the Town Board. In granting a conditional use permit, the Corinna Town Board shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety and general welfare of occupants or surrounding lands. Among other things, the following findings may be considered:

- (1.) That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, nor substantially diminish and impair property values within the immediate vicinity;
- (2.) That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for uses predominant in the area;
- (3.) That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;
- (4.) That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;
- (5.) The use is not in conflict with the Policies Plan of the Township; and,
- (6.) That adequate measures have been taken or will be taken to prevent or control offensive odor, fumes, dust, noise, and vibration, so that 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.

**Additional Conditions for Conditional Use Permits.** In permitting a new conditional use or the alteration of an existing conditional use, the Planning Commission may impose, in addition to these standards and requirements expressly specified by this Ordinance, additional conditions which the Planning Commission considers necessary to protect the best interest of the surrounding area or the community as a whole. These conditions may include, but are not limited to the following:

- (1.) Increasing the required lot size or yard dimension.
- (2.) Limiting the height, size or location of buildings.
- (3.) Controlling the location and number of vehicle access points.
- (4.) Increasing the street width.
- (5.) Increasing the number of required off-street parking spaces.
- (6.) Limiting the number, size, location or lighting of signs.
- (7.) Requiring diking, fencing, screening, landscaping or other facilities to protect adjacent or nearby property.
- (8.) Designating sites for open space.

Any change involving structural alterations, enlargements, intensification of use, or similar change not specifically permitted by the Conditional Use Permit issued shall require an amended Conditional Use Permit and all procedures shall apply as if a new permit were being issued. The Corinna Township Zoning Administrator shall maintain a record of all conditional use permits issued including information on the use, location, and conditions imposed by the Planning Commission; time limits, review dates, and such other information as may be appropriate.

**Conditional uses allowable within the Residential-Recreational Shorelands District (S-2) may be denied if the Planning Commission finds that the use could have a detrimental effect on the lake or stream or that the proposed use is not suited to a shoreland area.**

**Conditions Attached to Shoreland Conditional Use Permits.** The Planning Commission, upon consideration of the criteria listed above and the purposed of this Ordinance, shall attach such conditions to the issuance of the conditional use permits as it deems necessary to fulfill the purposed of this Ordinance. Such conditions may include, but are not limited to, the following:

- (1.) Increased setbacks from the ordinary high water level.
- (2.) Limitations on the natural vegetation to be removed or the requirement that additional vegetation be planted.
- (3.) Special provisions for the location, design, and use of structures, sewage treatment systems, watercraft launching and docking areas, and vehicle parking areas.



## **APPLICATION:**

- (1.) Applicant shall complete the Conditional Use Application provided by the Zoning Administrator and submit to the Township Offices at 9801 Ireland Ave NW, Annandale MN, 55302. See the attached schedule of public hearings for relevant application deadlines.
- (2.) Application shall be accompanied by a copy of a site plan drawing complete with, at a minimum, the information from the Conditional Use Checklist. A Certificate of Survey and/or a survey showing topographic elevations may be required if such information is deemed necessary by the Zoning Administrator or the Planning Commission.
- (3.) Application shall be accompanied by an application fee based on the current Township Fee Schedule. ***This fee does not cover any Land Use/Building Permits which may be necessary separately if the conditional use application is approved.***
- (4.) The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. Applicant shall be notified within fifteen business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.
- (5.) See the attached schedule for the time and location of Planning Commission meetings.

## **REVIEW:**

- (1.) The Zoning Administrator shall refer the application to the Planning Commission for review.
- (2.) The Planning Commission shall hold a public hearing on the proposal. Notice of the public hearing shall be published in the official newspaper designated by the Township Board at least ten days prior to the hearing. Notice of the hearing shall also be submitted to the governing bodies of all towns and municipalities within two miles of the property under consideration located within the county. Property owners of record within one-half (1/2) mile of the affected property or the ten properties nearest to the affected property, whichever is the greatest number of property owners shall be notified in writing of the public hearing on the request for conditional use permit.
- (3.) The petitioner or his representative shall appear before the Planning Commission in order to answer questions concerning the proposed conditional use.
- (4.) The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the Township Office and online at <http://www.hometownplanning.com/corinna-township.html> approximately 5-7 days prior to the hearing.

## **ACTION:**

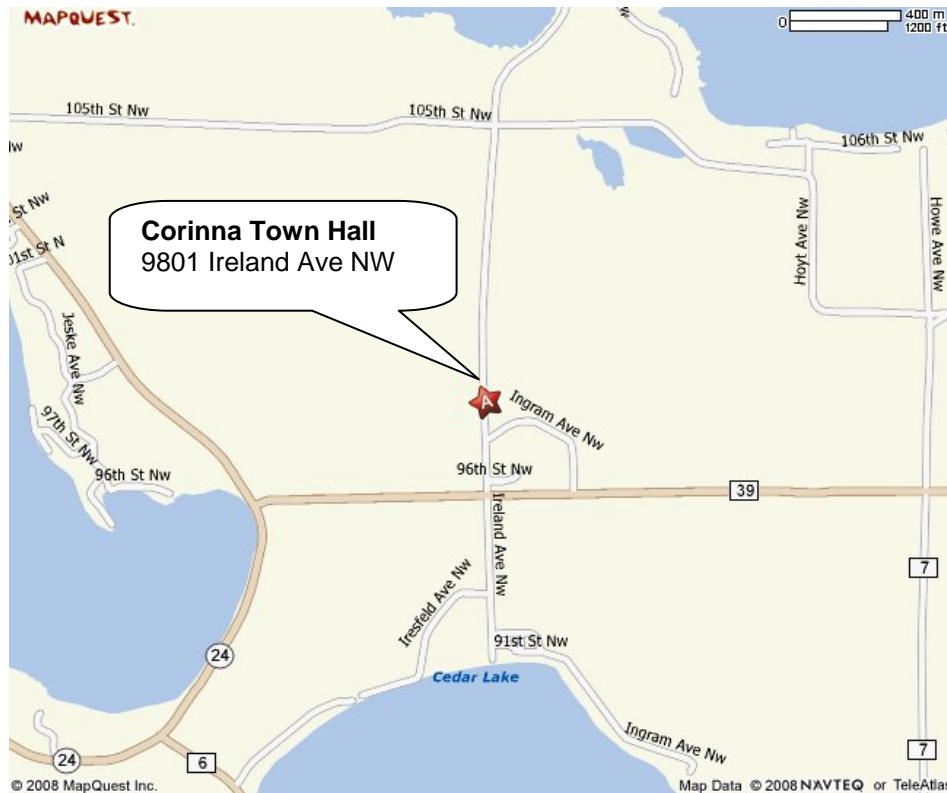
- (1.) The recommendations of the Planning Commission shall be referred to the Town Board of Supervisors within sixty (60) days of the date the complete application was received by the Zoning Administrator, or within a longer period if extended in accordance with the provisions of Minnesota

Statutes 15.99, and places on the agenda of the Board at its regular meeting following referral from the Planning Commission.

- (2.) The Town Board of Supervisors shall take action on the application within sixty (60) days of the date the complete application was received by the Zoning Administrator, or within a longer period if extended in accordance with the provisions of Minnesota Statutes 15.99. If it grants the conditional use permit, the Board may impose any special conditions it considers necessary to protect the public health, safety and welfare. An appeal from any decision of the Town Board of Supervisors may be taken by any persons, jointly or severally, aggrieved by any decision of the Board, or any taxpayer, officer, department, board of bureau of the municipality to the Court of Appeals by petition for writ of certiorari within sixty (60) days as delineated in Minnesota Statute 606.1 and applicable court rules, as amended.
- (3.) An amended conditional use permit application shall be administered in a matter similar to that required for a new special use permit. Amended special use permit shall include requests for changes in conditions.
- (4.) No application for a Conditional Use Permit shall be resubmitted for a period of six months from the date of said order of denial. Conditional Use Permits shall be valid for six (6) months unless otherwise specified. All conditions in a Conditional Use Permit shall be commenced within six (6) months and shall be complied with within one (1) year unless otherwise specified.
- (5.) If a time limit or periodic review is included as a condition by which a Conditional Use Permit is granted, the Conditional Use Permit may be reviewed at a public hearing with notice of said hearing published at least ten (10) days prior to the review.
- (6.) In the event that the applicant violates any of the conditions set forth in this permit, the County Planning Commission shall have the authority to revoke the Conditional Use Permit.
- (7.) A certified copy of any Conditional Use Permit shall be filed with the County Recorder. The Conditional Use Permit shall include the legal description of the property involved. The Zoning Administrator shall be responsible for the document recording requirements of this section.

## CORINNA TOWNSHIP CONTACT INFORMATION

Land Use and other Permit Applications can be obtained at [www.hometownplanning.com/corinna-township.html](http://www.hometownplanning.com/corinna-township.html) or at the Township office. Completed applications should be dropped off at the Town Hall during office hours (8am-3pm, Mon, Tues, Thurs and Fri – closed Wednesday). A drop box is available outside of Town Hall to obtain application forms or drop off completed applications 24 hours per day.



<p><b>Corinna Township may be reached at:</b>                  Corinna Township                  9801 Ireland Avenue NW                  Annandale, MN 55302                  Phone: 320-274-8049                  Fax: 320-274-3792                  Email: <a href="mailto:clerk@corinnatownship.com">clerk@corinnatownship.com</a>  <a href="http://www.corinnatownship.com">www.corinnatownship.com</a></p>	<p><b>The Township Zoning Administrator is:</b>                  Ben Oleson                  Hometown Planning                  Phone: 888-439-9793                  Fax: 888-439-9793                  E-mail: <a href="mailto:oleson@hometownplanning.com">oleson@hometownplanning.com</a>  <a href="http://www.hometownplanning.com/corinna-township.html">www.hometownplanning.com/corinna-township.html</a></p>
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The Corinna Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on [www.hometownplanning.com/corinna-township.html](http://www.hometownplanning.com/corinna-township.html).