

# SHERBURNE COUNTY PLANNING & ZONING ADMINISTRATION

13880 Business Center Drive  
Elk River, MN 55330  
763-765-4450 or 1-800-438-0578 - Fax: 763-765-4467  
E-mail Address: [zoning@co.sherburne.mn.us](mailto:zoning@co.sherburne.mn.us)

## Application for Interim Use Permit (IUP)

<b>IUP</b> or, <input type="checkbox"/>	\$ 450.00 Application Fee	Receipt No:
<b>IUP AMENDMENT</b> <input type="checkbox"/>	\$ 350.00 Application Fee	Date Paid:
	\$ 46.00 Recording Fee	
		Date of Complete Application:
<b>Fees are Non-Refundable</b>		_____/_____/_____ <i>(for office use)</i>
<b>Total Paid: \$</b>		

<i>The following to be completed by applicant</i>											
<b>Applicant's Name:</b>											
<b>Applicant's Address:</b>											
<b>E-mail:</b>		<b>Daytime Phone:</b>		<b>Cell Phone:</b>							
<b>Property Owner(s):</b>											
<b>Property Owner's Address:</b>											
<b>E-mail:</b>		<b>Daytime Phone:</b>		<b>Cell Phone:</b>							
<b>PI D:</b>		<b>Zoning District:</b>									
<b>Legal Description:</b>											
<b>Name of Township:</b>		<b>Sec:</b>		<b>Twtp:</b>		<b>Rge:</b>		<b>Acreage:</b>			
<b>Shoreland # :</b>		<b>Lake Name:</b>					<b>DNR Class:</b>				
<b>Date of last septic upgrade:</b>					<b>or compliance inspection:</b>						
<b>Explanation of Request</b> <i>(i.e. IUP for Home Business in an Accessory Building):</i>											
<b>Does this request comply with your Protective Covenants</b> (check one)?						<b>Yes</b>	<input type="checkbox"/>	<b>No</b>	<input type="checkbox"/>	<b>N/ A</b>	<input type="checkbox"/>

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name of Applicant:** \_\_\_\_\_

**Property Owner(s) Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name of Owner(s):** \_\_\_\_\_

**By signing this application, the landowner(s) agree to permit the County to enter the property for the purposes of inspecting the applied and/ or permitted use.**

**Applications will not be considered complete until the following has been received**

(Staff will check items for Applicant to submit depending upon the type of project)

- \_\_\_ Application to be signed & dated by Applicant(s) and Property Owner(s)
- \_\_\_ Fees Paid      Receipt #: \_\_\_\_\_      Recording Fee Paid: \_\_\_\_\_
- \_\_\_ Certificate of Septic Compliance (if the septic system is older than 10 years old, or a passing compliance check has not been completed within the past 10 years).
- \_\_\_ Written description of the business, use, and/or activities on the property
- \_\_\_ Building Floor Plan, include dimensions
- \_\_\_ Site Plan or Aerial Photograph showing all existing and proposed buildings (include dimensions), well, septic, outside storage areas, driveway, pedestrian access, parking areas, and public & private easements.
- \_\_\_ Description of the type and number of vehicles used on the property (i.e. cars, trucks, trailers, bobcat, etc.)
- \_\_\_ Days and hours of operation
- \_\_\_ Number of Employees using the property, including sub-contractors (fulltime and part-time).
- \_\_\_ Signage (Must have sign posted with 24hr emergency contact information)
- \_\_\_ Existing and proposed screening to hide use from neighboring homes
- \_\_\_ Certificate of Insurance
- \_\_\_ Bathroom facilities
- \_\_\_ How waste is disposed of (copy of waste hauler contract)
- \_\_\_ Security Plan
- \_\_\_ How any noise, dust, or odors will be mitigated
- \_\_\_ Are there any state or federal license or permits required?
- \_\_\_ Erosion Control methods
- \_\_\_ Wetland Impact Approval, completed by TEP Panel
- \_\_\_ Township Comment Form, completed by applicable Town Board
- \_\_\_ Comments from County Highway Department
- \_\_\_ Comments from MnDOT
- \_\_\_ Comments from applicable Fire Department
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

**Application requests will not be scheduled for a public hearing until all comments have been received by the Zoning Office. Return application to:**

**Sherburne County Planning & Zoning  
13880 Business Center Drive  
Elk River, MN 55330 or,  
Fax: (763) 765-4467**

**Or E-mail to:** [zoning@co.sherburne.mn.us](mailto:zoning@co.sherburne.mn.us)

**What happens next?**

Staff will review your application and mail to you a letter if your application is complete, or a letter stating the reasons why your application is not complete, and what additional information is needed. **It is your responsibility to contact your Town Board to get on their meeting agenda.** (List of Township contacts and meeting dates attached) When you meet with the Town Board, they will make a recommendation for approval or denial. Then your IUP will be scheduled for a Public Hearing with the County Planning Commission, who may also give a recommendation for approval or denial. Your neighbors will be notified of your application and be given an opportunity to speak for or against your request at the Public Hearing. Your IUP will then be reviewed by the County Board for approval, denial, or they may send your request back to the Planning Commission for consideration. The County Board's decision to approve/deny your IUP is then recorded in the Recorder's Office.

It typically takes 2-3 months from the time a complete application is submitted until the County Board approves/denies an IUP. If you have any questions, please call the Zoning Office at (763) 765-4450.