



Land Management Department

Application Submittal Requirements & Deadlines

PLANNING COMMISSION: (circle one)

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. A SCHEDULE OF SUBMITTAL DEADLINES AND MEETING DATES IS FOUND ON PAGE 5.

PLANNING COMMISSION MEETING DATE: 3RD 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 4)

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:

- 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 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 being proposed and related section of the Ordinance;
- Hours of operation (i.e. start/end time, days of week, winter hours and summer hours);
- # of employees, # of employees reporting to the site & number of family members working in operation;
- Number and types of business-related vehicles & personal vehicles;
- Number of trips generated in & out of site each day (one vehicle would generate two (2) trips per day);
- Number of parking spaces available on the site;
- Use of proposed 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 who 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. Payable to: Carver County

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

All structures used as part of the Conditional or Interim 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:
 Last Name First Name MI

Home Phone Work Phone e-mail

Address
 Street City State Zip

Applicant (if different from Owner):
 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 Staff 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 \$3,000. 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 & filed: Public Hearing Date

Minnesota Statute 15.99 (60 days) (120 days)

Cost Recovery? Yes No Fee: Receipt:

Property in Shoreland? Yes No

Property in Floodplain? Yes No

Property Homesteaded? Yes No

Property has Feedlot Status? Yes No

Property in Ag Preserve? Yes No

Septic compliance required Yes No

WCA Review required Yes No

CCWMO Review required Yes No

Road Authority Approval required Yes No



Township Presentation & Recommendation Form

PARCEL #	<input style="width: 90%;" type="text"/>	Permit #	<input style="width: 90%;" type="text"/>
Owner's Name:	<input style="width: 100%;" type="text"/>		
Owner's Mailing Address:	<input style="width: 100%;" type="text"/>		
City:	<input style="width: 90%;" type="text"/>	Owner State:	<input style="width: 90%;" type="text"/>
		Owner Zip:	<input style="width: 90%;" type="text"/>
Applicant (if other than owner):	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" 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.

Date

Signature of Applicant

Date

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):

COMPLETE SUBMITTAL Due By:

December 26, 2025
January 23, 2026
February 20, 2026
March 27, 2026
April 24, 2026
May 22, 2026
June 26, 2026
July 24, 2026
August 21, 2026
September 25, 2026
October 23, 2026
November 20, 2026
December 23, 2026
January 22, 2027
February 19, 2027
March 26, 2027
April 23, 2027
May 21, 2027
June 25, 2027
July 23, 2027
August 27, 2027
September 24, 2027
October 22, 2027
November 24, 2027
December 23, 2027

For MEETING DATE:

January 20, 2026
February 17, 2026
March 17, 2026
April 21, 2026
May 19, 2026
June 16, 2026
July 21, 2026
August 18, 2026
September 15, 2026
October 20, 2026
November 17, 2026
December 15, 2026
January 19, 2027
February 16, 2027
March 16, 2027
April 20, 2027
May 18, 2027
June 15, 2027
July 20, 2027
August 17, 2027
September 21, 2027
October 19, 2027
November 16, 2027
December 21, 2027
January 18, 2028

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 meets 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.