



# HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning

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## How to Apply for a Conditional Use Permit

Go to [www.beacon.schneidercorp.com](http://www.beacon.schneidercorp.com) and select Houston County, MN from the drop-down menus. Click “Property Search” and search by your name, address or Parcel ID. Click the Parcel ID concerning the project. If you are unsure which Parcel ID is correct, click “map” and select the correct location.

Click “Apply for Permit” in the burgundy colored task list at the top of the page. If you are using a smart phone you may need to click the “More” tab to find the “Apply for Permit” option. Click on [“Click Here](#) to access the Geo Permits online applications”.

Click “Start Application” under the appropriate application. Search for your parcel by entering your Parcel ID, Property Owner, Property Address or by using the map tab to choose your parcel. New users should click “Sign up” and fill in their info to register. You’ll need to check your email for a link to verify your account before you are able to login. The “Verify Account” link should take you to a Login page. Enter your User Name and Password and click “Sign In”. In the top right corner click the words “My Dashboard”. Click the colored link under Application Number to continue with your application. Please keep a record of your username and password and make sure to save regularly to avoid losing your progress.

You will then be notified of the fees involved in the Conditional Use process and advised to speak with Zoning staff prior to applying. Click “Next”.

Review prefilled information and fill in the remaining boxes. Avoid changing the preselected township as it is populated by the Parcel ID connected to the chosen property. If you are applying as a representative (contractor, family member or other) of the property owner be sure to use the property owner’s address in the boxes. Personal representatives should upload documentation proving their given authority (written consent or signed contract) by clicking the “Select Files” button and selecting the document to upload. Click the box stating that you understand that you are required to inform the township of your application and click “next”.

Describe your requested conditional use in the box provided. Click the highlighted link at the top of the page to view the Houston County Zoning Ordinance. There is a glossary in the front of the Ordinance that will direct you. You will need to find your district type (Agricultural, Residential, etc.) in the glossary. Under the correct district follow the subheading – “Conditional Uses” to find the permitted uses for that district. Find the use that fits your request, fill in the Citation of Ordinance section (Ordinance Example: 14.3 subdivision 2) along with the requested dimension or use. If you have any supporting documents to upload you can click the “Select File” button to attach them. Click “next”.

Explain why your request is needed by answering the following 15 findings questions. If you answer "No" to any of these your request will not advance as you will not have proven that your conditional use permit is necessary. Not all findings are relevant for each proposal, but you will need to write "not applicable" in the box in order to proceed. At a minimum, please provide a single sentence explanation for each relevant finding.

**1. That the proposed use conforms to the County Land Use Plan.**

Explain that your requested use will not alter or cause disruption to the districts normal function. A copy of the Land Use Plan can be found on the website.

**2. That the applicant demonstrates a need for the proposed use.**

Explain why a conditional use permit is needed for your requested use.

**3. That the proposed use will not degrade the water quality of the County.**

Explain your plan to protect groundwater from contaminants.

**4. That the proposed use will not adversely increase the quantity of water runoff.**

Explain how your requested use will affect water runoff and what measures you plan to use to accommodate an increase in water runoff.

**5. That soil conditions are adequate to accommodate the proposed use.**

Explain that the soils on your site are adequate for your requested use.

**6. That potential pollution hazards have been addressed and standards have been met.**

Explain your plan to protect the environment from potential hazards caused by your requested use.

**7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.**

Explain the sites septic, well, road access, utilities and drainage plans that will support your proposed use.

**8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.**

Explain your plan for off street parking and loading space.

**9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.**

Explain traffic that will be generated by your requested use and how area roads may be affected.

**10. 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.**

Explain that your requested use will not impact the ability of others to enjoy the neighborhood.

- 11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.**

Explain that your requested use will not adversely affect the development of the surrounding property.

- 12. That adequate measures have been 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.**

Explain how you will protect the environment, aesthetic features of the neighborhood and control possible nuisances, to avoid causing a disturbance to the neighborhood.

- 13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.**

Explain how your requested use will fit in with the desired density of your zoning district laid out in the Houston County Zoning Ordinance.

- 14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.**

Explain how your requested use will fit in with the desired density of your zoning district laid out in the Houston County Zoning Ordinance.

- 15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.**

Explain how your requested use will protect the public's health, safety, morals, and general welfare.

Click "next". Upload a drawing of your site by using the "Select File" box or use the tools on this page to draw your plan. You may need to zoom in to view your parcel. Leave site plan comments in the box provided and click "next".

If your conditional use includes a building project you will also need to apply for a building permit. Your building permit application can be submitted prior to the public hearing, but will not be approved until your conditional use request receives full approval from the Board of Commissioners.

Check the boxes to acknowledge and agree that you understand the conditions. Type your name and draw your signature in the box below. Click "Submit".