Conditional Use Permit (CUP)/Interim Use Permit (IUP) Checklist

Below is a series of documents that may be needed to complete a CUP/IUP Permit application. This checklist is not totally inclusive, but addresses the documentation needed for the most frequent types of CUP/IUP permits. It is always best to contact the Wabasha County Planning and Zoning Department to determine if there are additional specific requirements or if your proposal is permissible under the zoning ordinance. To obtain any of the documents listed below or for questions or more information call 651-565-3062 or check out our website at https://www.co.wabasha.mn.us/departments/planning_and_zoning and select "Permit Applications and Forms".

DO NOT START construction before a CUP/IUP and building permit is issued to avoid an after-the-fact fee ($1,000).

Applicant Check-In

Minimal Requirements:

☐ Complete CUP/IUP application:
- Signed and dated by applicant. If applicant is not the landowner, the landowner must also sign.
- Complete legal description and parcel address for all subject parcels. (https://beacon.schneidercorp.com/)
- Written explanation that describes in detail the proposal and how it complies with criteria for approval.

☐ Signed Township Acknowledgement Form or written documentation of the Township Meeting attended such as: MINUTES, RESOLUTION, or RECOMMENDATION required.

☐ Indicate all necessary township, county, state, and federal permits necessary for the project and those that have already been obtained.

☐ Certificate of survey or detailed site/plot plan drawn to scale.
- Including location of all buildings (and their square footage), driveways, access roads, parking spaces, off-street loading areas, sidewalks, and utilities

☐ Architectural drawings and/or building plans for proposed buildings. (Include elevations for lowest floor, lowest adjacent grade, and driveway for development in a floodplain).

Additional Documentation (if applicable):

☐ Grading, drainage, and erosion control plan (for bluff land grading, nonmetallic mining and processing, solar gardens, and shore land/floodplain grading/filling)

☐ Hydraulic Model (HEC-RAS) approved by the DNR for development in a general floodplain or floodway.

☐ Screening/landscaping plan (for nonmetallic mining and processing, and shoreland; see Zoning Ord., Chapter(s) 12-13)

Other application materials as required by staff: _____

Application fee: $400 (After-the-Fact Fee: $1,000)