



# HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste ● Recycling ● Zoning  
304 South Marshall Street – Room 209, Caledonia, MN 55921  
Phone: (507) 725-5800 ● Fax: (507) 725-5590



## How to Apply for a Conditional Use Permit

### Getting Started

Go to [Beacon](#). Select Houston County, Minnesota from the drop-down menu. Click “Property Search” and search by your name, address, or Parcel ID. Your Parcel ID is a nine-digit number with separating periods. Click the Parcel ID concerning the project. If you are unsure which Parcel ID is correct, click “Map” in the burgundy-colored task list at the top of the page 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. Select “Conditional Use Permit Application”. Click “Start Application” and search for your parcel by entering your Parcel ID, property owner name, property address, or by using the map tool to choose your parcel.

### Creating an Account

New users should create an account by selecting “Sign Up”. To create an account, you will need to create a username and enter a valid email address. You should receive an email containing a link to verify your account. The “Verify Account” link should take you to a login page. Enter your username and password and click “Sign In”. Please keep record of your username and password.

In the top right corner click “My Dashboard”. Click on the colored link under “Application Number” to continue your application. Make sure to save the application regularly by clicking “Save” in the bottom right corner. Saving the application regularly will help avoid losing any progress.

### Conditional Use Introduction

A brief description of a Conditional Use Permit will be shown. You will be notified of the fees involved in the Conditional Use process and advised to speak with Zoning staff prior to applying. Click “Next”.

### Applicant Information

Review the prefilled information and fill in the remaining boxes (phone number, address, zip code, township, etc.). If you are applying as a representative of the property owner be sure to use the property owner’s address in the boxes.

Personal representatives should upload documentation proving they have been given authority through written consent or a signed contract. This documentation can be uploaded by clicking on the “Select Files” button and selecting the document you wish to upload.

**For additional assistance, please contact Houston County Environmental Services at  
507-725-5800 or email [zoning@hocomn.gov](mailto:zoning@hocomn.gov).**

Click the box stating that you understand that you are required to inform the township of your application. The elected township official's contact information should be visible on the application. Click "Next" to continue.

### **Conditional Use Request**

Describe your requested Conditional Use in the box provided.

To find the citation of Ordinance section for your Conditional Use request you will have to click on the blue highlighted link at the top of the page to view the Houston County Zoning Ordinance. There is a glossary at the beginning of the Ordinance that can help direct you. You will need to find your district type (Agricultural, Residential, etc.) and 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 click on the "Select File" button and select the document you wish to upload. Click "Next".

### **Conditional Use Finding of Facts**

Explain why your request is needed by answering the following 15 finding statements. **If you answer "No" to any of these your request will not advance as you will not have proven that the 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 Comprehensive Land Use Plan can be found on the Houston County 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.

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

Explain how you plan to protect the environment from potential pollution 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 apply 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 on the normal and orderly development and improvement of the 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.

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**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”.

**Site Plan Information**

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 and find the proposed location for your structure. This can be done by clicking on the “+” or “-” buttons. By hovering over each item on the tool bar it will show the function. To add a box or square to the map select “Draw a Rectangle” or “Draw a Line”. Leave site comments in the box provided, if any. Click “Next”.

**Application Submittal**

Check the boxes to acknowledge and agree that you understand the proposed conditions. Type your name and draw your signature in the box at the bottom of the page. Click “Submit”.

You will again be notified of the fees due. These can be mailed or dropped off at the Environmental Services Department located at 304 South Marshall Street – Room 209, Caledonia, Minnesota 55921. If you are unable to stop during business hours (8:00am – 4:30pm) there is a drop box near the front door of the courthouse. If using the drop box, please be sure the payment is in an envelope clearly labeled Environmental Services or Zoning.

**If your Conditional Use includes a building project you will need to apply for a building permit. Your building permit application can be submitted prior to the public hearing, but it will not be approved until your Conditional Use request has received full approval from the Board of Commissioners.**

**COMMON CONDITIONAL USE APPLICATIONS**

Agricultural Protection District:

- Build a dwelling on less than 40 acres
- Build a cabin
- New or expansion of an existing feedlot that generates more than 300 animal units of manure
- Communication Towers
- New or expansion of an existing manure storage structures with a capacity over 20,000 gallons
- Mineral Extraction

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Residential District:

- Home Occupations

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