

## Forest Township Conditional Use Permit Information

What is a Conditional Use Permit? A “conditional use” is a use because of certain characteristics, cannot be classified as a permitted use in the zoning district within which it is proposed. Any proposed conditional use shall be presented to the Forest Township Planning Commission with a complete application, the required fee, and be in writing for its applicability of the zoning district wherein permitted.

When is a Forest Township Conditional Use Permit necessary? A Forest Township Conditional Use Permit is only required in cases where the proposed use is in the area described as the “Conservation District” in the township zoning ordinance and is more restrictive than that of Becker County, including but not limited to:

1. Signs.
2. Construction on lots that are in both the Conservation Zone and the Shoreland District.
3. Residential PUC and CIC project.
4. Construction on lots without the minimum area requirement that were held in separate ownership prior to the current ordinance.

Who will decide if I will get a Conditional Use Permit? The decision is made by the Forest Township Board of Supervisors based on the recommendation of the Planning Commission. Recommendations by the Planning Commission and decisions by the Township Supervisors shall be based on those conditions outlined in Section 11 of the Forest Township Zoning Ordinance.

When will my Conditional Use Permit be decided? The Planning Commission meets regularly, on call, and dates of the next meeting can be obtained from members of the Township Board. The Planning Commission, after hearing the evidence, will set a date for a Public Hearing and at that meeting a recommendation on action will be submitted to the Town Board.

What will be my fee? The Township Board will, from time to time, establish fees which can be obtained from the Township Clerk, the Township Website, or will be posted at the Township Hall.



**Forest Township  
48804 Marilou Drive  
Ponsford, MN 56575**

**CONDITIONAL USE APPLICATION**

APPLICANT'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

TAX PARCEL NUMBER AND LEGAL DESCRIPTION:

REASON FOR CONDITIONAL USE (include plans and specifications in this application):

I hereby certify with my signature that all data on my application forms, plans and specifications, are true and correct to the best of my knowledge.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Send completed application and application fee to:

Forest Township Clerk  
48804 Marilou Drive  
Ponsford, MN 56575

BELOW THIS LINE FOR OFFICE USE ONLY

This application will be considered complete when all documents from appropriate agencies (Federal, State, and County, if required) are submitted. Upon filing these documents, the Forest Township Board will verify if the application is complete and accurate. Verification procedure will be complete within ten (10) working days.

This application is hereby (accepted) or (rejected) as presented.

SIGNATURE-TOWNSHIP CLERK: \_\_\_\_\_ DATE: \_\_\_\_\_

Checklist for Public Hearing:

- Date of Application Receipt.
- Date Verification Procedure Completed.
- Site Plan Sketch of property and/or project, complete,
  - Including all information required by the Forest Township Zoning Ordinance, Section 11, part B.
- Time, Date, and Hearing Location Set for:
  - Publication of Hearing to Official Newspaper, Posting of Hearing at Town Hall, Webpage Listing.
  - Notices to Landowners, Committees Members, Government Agencies.
- Documentation sent to Planning Commission Members.
- Minutes for Conditional Use Recommendation by Planning Commission prepared

Checklist Following the Public Hearing:

- Decision by the Board of Supervisors.
- Applicant notified of Decision.