



## **Business Application & Plan Template**

Dodge County Environmental Services  
721 Main St N, Dept. 123  
Mantorville MN 55955

Phone 507-635-6272  
[www.co.dodge.mn.us](http://www.co.dodge.mn.us)

Date Received \_\_\_\_\_  
Received By \_\_\_\_\_

**Business Name:** \_\_\_\_\_ **Business Type:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **City, State, Zip:** \_\_\_\_\_

**Parcel I.D. Number** \_\_\_\_\_ **Township** \_\_\_\_\_ **Section** \_\_\_\_\_

**Legal Description** \_\_\_\_\_ **# of acres** \_\_\_\_\_

Signature of this application authorizes Environmental Services Staff to enter the property to perform needed inspections.

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### **PLEASE INITIAL THAT YOU HAVE READ, UNDERSTAND AND WILL COMPLY WITH THE FOLLOWING STATEMENTS/TERMS:**

- I understand that if I am conducting this business within the Agricultural Zoning District that all farming operations and other agricultural activity will be given preference when resolving conflicts that may result if this permit is granted.
- I understand that for certain business, the CUP/IUP may not be transferable to future property owners. If the property will be transferred, I will contact the Environmental Services Department prior to property transfer to determine if the permit is transferable and to notify the Department of potential new ownership.
- I understand that it is my responsibility to obtain any other required permits, licenses and/or other approvals required by other Federal, State, or local agencies. Prior to commencement of business activities, I will submit copies of all permits, licenses, and/or other approvals required by such agencies to the Environmental Services Department or provide verification from the appropriate agencies that no permits, licenses and/or other approvals are required for the business use.
- I understand that the structures and grounds for the business will need to meet any and all requirements of the Minnesota State Building Code, Minnesota Accessibility Code, and Minnesota State Fire Code and that verification of compliance with these codes will be provided to the Environmental Services Department prior to commencement of business activities.
- I will submit copies of all permits, licenses and/or other approvals required by other Federal, State, or local agencies (or proof that the business is exempt from such requirements) to verify the business complies with the applicable rules prior to commencement of business activities.

I understand that sewage treatment requirements must be met, which can include updating the existing system, installing a new system, or installing a separate system or tank to address non-domestic strength sewage generated from the business.

I understand that business use needs to comply with any specific performance standards for the specific Use listed in Chapter 16 of the Dodge County Zoning Ordinance.

I understand that the business use needs to comply with any applicable Development Standards in Chapter 17 of the Dodge County Zoning Ordinance.

I have discussed this proposed business with my neighbors.  
*Provide names and addresses of neighbors and date they were contacted:*

I have discussed this project with the Homeowner's Association, if applicable.  
*Provide names of HA representatives contacted and date of discussion:*

I have had initial discussions on the proposed business with the Township.  
*Provide date of the initial Township meeting and any concerns noted:*

I have discussed this project with the local Road Authority.  
*Provide contact info for Road Authority, date of discussion and any potential issues/requirements:*

I understand that any enlargement, structural alteration, modification or addition, intensification or change of location of this business permitted under the CUP/IUP shall require an amendment to the CUP/IUP. Amendments are subject to a public hearing and the administrative process defined in Chapter 18 of the Dodge County Ordinance.

I understand violation of the conditions of the CUP/IUP or on-site activities that are not within the scope of the submitted application materials may be grounds for termination of the CUP/IUP.

**Please provide information on all of the questions. If the activities described do not occur on the site, please indicate that in the answer. Attach additional pages as necessary.**

**1. DESCRIPTION**

Provide a general description and overview of the business including, but not limited to type of business, expected clientele, types of products and/or services, hours and days of operation and any special events/venues. Include any potential future expansion of the business activities or any potential new structures.

**2. STAFF**

List how many staff (including yourself) the business will employ. Indicate number of full time, part time, and seasonal workers and the hours staff will work per week. Provide number of staff that are family members that currently live on site, if applicable.

**3. CUSTOMERS/CLIENTS:**

Provide an estimate of total customers in a typical work week. Estimate the average and maximum number of customers on site for regular operations and any special events. If the business will host groups (daycares, schools, civic groups, clubs, etc.), please indicate the size and types of groups expected.

**4. STRUCTURES AND GROUNDS:**

Indicate on the site map where activities will take place out of buildings and on the grounds. If new construction is planned, indicate the dimensions and proposed use. Describe any activities that will take place out of existing buildings/structures. Indicate the percentage of the building/structure that will be devoted to the business. Provide the percentage of the property that will be devoted to the business.

**5. DELIVERIES TO/FROM SITE:**

Describe any deliveries or pick-up of supplies, materials, finished products, and or other services provided from an outside business/source. Provide details on the type of service and expected volume of traffic anticipated during a typical work week.

**6. ACCESS**

Describe how the business will accommodate ingress to and egress from the site. Include information regarding the local public roads that potential customers are most likely to travel to the business. Indicate if driveway improvements are proposed or have/will be required by the Road Authority and provide a list of such improvements.

**7. TRAFFIC CIRCULATION/LOADING/PARKING**

On the site map, indicate how traffic will circulate on the business site, identifying the location of loading areas, as well as customer and employee parking areas. For parking areas include the number of spaces provided, size and location of customer and employees parking areas, number and location of accessible parking spaces, and the type of finished surface (gravel, asphalt, etc.)

**8. PRODUCTION, PROCESSING AND/OR SALES**

Please describe any production, processing and/or sales that will occur on, or from, the business premises.

## **9. HOSPITALITY, FOOD & BEVERAGE**

Please describe any site accommodations and/or services related to hospitality, food and/or beverage services offered by the business. Include any food and beverage produced on site, brought in by vendors or otherwise offered onsite or for take-out.

## **10. SPECIAL EVENTS, SEASONAL CELEBRATIONS & VENUES**

Please describe any special events, seasonal celebrations, and/or other venues offered by the business. Estimate number and type of events per year and include an estimate of customers expected on the business site per event.

## **11. OUTSIDE ACTIVITIES:**

Please describe any outside activities conducted or offered by the business. Provide details on the type and duration of such activity and identify the location it will take place on the site map.

## **12. LIGHTING & SIGNAGE**

If lighting will be utilized indicate the type and provide the location on the site map. If signage will be utilized indicate the type, dimensions and the location on the site map.

## **13. EXTERIOR STORAGE**

If any exterior business-related storage is planned, please describe the items stored and the location of exterior storage on the site map. Provide the location and any methods used to screen exterior storage areas.

## **14. NUISANCE IMPACTS**

Describe potential nuisance impacts from the site, including but not limited to, odor, dust, smoke vibration noise, light, heat, glare, aesthetics, or electromagnetic interference. Indicate which nuisances may be detected beyond the property line. Provide a plan to mitigate potential nuisances including a contact information for complaints received for the business.

## **15. WASTE, CHEMICALS, FLAMMABLE OR HAZARDOUS SUBSTANCES**

Indicate the types of waste generated on site. Describe how waste will be collected, contained, stored, transported, and disposed of. Identify on the site map where waste will be collected and stored. List business related chemical, flammable or hazardous substances used or stored on site. Describe the storage, handling and disposal of any chemicals, flammable or hazardous substances.

## **16. LIQUID WASTE & SEWAGE TREATMENT & WATER SUPPLY**

Describe type and volume of liquid waste generated from the site. Liquid waste can include, but not be limited to sewage, fats, oils, grease and wash water from food production businesses, hair dyes and other chemicals from salons, wash water, repair shops with a floor drain which daylight, etc...)

## **17. SEWAGE TREATMENT**

Provide information on how sewage generated on site from the business will be addressed. Provide information on any on-site sewage treatment system when proposed to be utilized for the business and discuss business plans with SSTS Program Manager. If portable restrooms will be utilized, indicate the number and indicate the location on the site map.

## **18. WATERS SUPPLY**

Describe all business related use of water on the site and provide information on any onsite well. Indicate if the well will be used to supply drinking water to employees or the public or if water will be brought in from off site for this purpose.