

SUMMARY OF PLANNING COMMISSION PROCEDURES

STEP 1. Request application and discuss circumstances with staff (see the following page for more specific information).

Application Deadline: _____

Public Hearing Date: _____

County Board Date: _____

STEP 2. File application by the above noted deadline. An application includes the following:

- a. A completed application form with the required filing fee
- b. A complete site sketch listing all applicable distances, setbacks or other necessary measurements
- c. For shoreland requests, septic system certification is required. (Note: Noncompliant septic systems are required to be upgraded regardless of the outcome of the planning commission proceedings).

STEP 3. Processing (completed by the Environmental Services staff, with the exception of plats):

- a. Public hearing notice sent to the local paper and to the official County paper, the Cold Spring Record
- b. Notification of affected property owners:
 - Plats - property owners within ½ mile
 - Rezoning - property owners within ½ mile
 - Conditional Use/Interim Use Permits - property owners within ¼ mile
- c. Staff reviews application and generates a staff report
- d. Mailing of information packets to the members of the Commission, and
- e. Mailing of agenda and staff report to applicants

STEP 4. Staff and Planning Commission members will enter the property to perform needed inspections and review the application. All have county-issued badges. Entry may be without prior notice

STEP 5. Planning Commission conducts hearings on plats, rezonings and conditional and interim use permits on the third Thursday of the month unless otherwise stated.

It is recommended that the applicant(s) or their representative attend the hearing to answer any questions the Commission may have. The Commission will base its decision on the information presented and public testimony. Failure to have representation may result in the continuation of the item to the next meeting.

Actions of the Planning Commission are as follows:

- ✓ **Plats** are recommendations to the County Board, and will follow final plat requirements.
- ✓ **Rezoning, Conditional and Interim Use Permits** are also recommendations and will be submitted to the County Board of Commissioners generally at their next meeting. Any item may be continued or tabled by the Planning Commission. If the item is continued, the Planning Commission will state when the item is continued to (either the next meeting or a specified date). There will be no additional notification on continued items.

Step 6. The Stearns County Board of Commissioners will consider this request at their next Board meeting. Interim Use Permits and Conditional Use Permits will be placed on the consent agenda which is heard at the beginning of the agenda. To inquire how to request an item be placed under the regular agenda for discussion, please contact the Department. If the Board of Commissioners do not concur with the Planning Commission, they will hold another public hearing and new notice will be sent.

STEP 7. All conditional and interim use permits are recorded with the property deed in the County Recorder's Office. If the conditional use permit is denied, notice will be sent to the applicant(s) via mail.

STEP 8. Once the proceedings for conditional and interim use permits are recorded, a copy will be sent to the applicant(s) via mail.



APPLICATION FOR REZONING

Environmental Services Department
Stearns County Service Center - 3301 County Rd 138 - Waite Park, MN 56387
320-656-3613 or 1-800-450-0852

Application Fee: \$ _____ File No. _____ Receipt No. _____

Property Owner	_____	Phone	_____
Property Owner Email	_____		
Address of Property	_____		
Mailing Address	_____		
Applicant (if different from above)	_____	Phone	_____
Applicant Email	_____		
Applicant Mailing Address	_____		
Parcel I.D. Number(s)	_____	Township	_____
		Section	_____
Legal Description	_____		

Staff to Complete

Overlay Districts

- Floodplain Airport Conservation Overlay
 Shoreland: Water Body Name/Number _____ Classification _____

County's Present Zoning District: _____ Proposed Zoning District: _____

Proposed acreage to be rezoned: _____

County's Future Land Use Map District: _____

1. Proposed use of the land to be rezoned: _____

2. Describe how the proposed rezoning will be compatible with the Comprehensive Plan (see attached Goals and Objectives). _____

3. Township Review : (Twp Name) _____ Date _____

(A completed Township recommendation form from the Township stating their comments is required prior to the submittal of this rezoning request.)

Property Owner's Signature _____ Date _____

Applicant's Signature _____ Date _____

Signature of this application authorizes Environmental Services Staff, Board of Adjustment and/or Planning Commission members, and County Board of Commissioners to enter upon the property to perform needed inspections and review. All have county-issued badges. Entry may be without prior notice.

WHAT HAPPENS NEXT? Staff will review your application and determine if the application is complete. If the application is complete, the application will be scheduled for a Public Hearing with the County Planning Commission who will recommend action to the County Board of Commissioners. It typically takes 2 months from the time a complete application is submitted until the County Board issues final approval or denial of the Rezoning.
