Procedure for requesting a rezoning, conditional use permit, variance or subdivisions

1) Complete the attached application form;

2) Provide a drawing to scale of the property showing the following:
   - Lot Size
   - Location of existing buildings on lot
   - The proposed addition or new construction

3) Pay the required fee of $300.00 by check, payable to the City of Detroit Lakes.

NOTE: THE FEE FOR A SUBDIVISIOIN IS $60.00 PER LOT WITH A $500. MINIMUM FEE

Applications must be received by the end of the month prior to the Planning Commission meeting, which is generally held on the 4th Thursday of each month.

The Planning Commission will hold a public hearing and make its recommendations to the City Council, which meets on the second Tuesday of each month. The applicant will need to attend both the Planning Commission and the City Council meeting to answer any questions these Boards may have regarding the project.

NOTE: ONCE REZONING, CONDITIONAL USE PERMITS, OR VARIANCES ARE GRANTED, THE APPLICANT IS STILL REQUIRED TO OBTAIN A BUILDING PERMIT PRIOR TO THE START OF ANY CONSTRUCTION.

APPLICATION FOR REZONING, CONDITIONAL USE PERMIT, OR VARIANCE
The City Of Detroit Lakes

Name Of Applicant:_____
Mailing Address: _____
_____
_____
Telephone No. _____

Action Requested: _____Rezoning _____Zoning District Requested
_____Variance _____Conditional Use Permit
_____Subdivision _____ Number Of Lots

Address Of Property To Be Affected: _____
_____

Parcel Number:_____(Mandatory Field – Found On Tax Statement)

Legal Description Of Property: **Note: Legal description found on abstract or deed– attach copy if necessary**_____
_____
_____
Size of Property: (Dimensions)_____
Current Zoning Of Property_____
Current Use Of Property_____

Brief Description Of Project_____
_____
_____
_____
Section of the Ordinance from which Variance is sought_____
Explain how you wish to vary from the provisions of the Ordinance_____
_____
_____
_____
$300. Fee Paid _____ Yes _____ No

Signature Of Applicant:_____

Please attach any applicable maps or drawings to be presented to the Planning Commission.
Please include name, address and parcel number.

Variances

Please answer the following questions as they relate to your specific variance request:

1) In your opinion, is the Variance in harmony with the purposes and intent of the ordinance?
   Yes ( ) No ( ) Why or why not?

   _____
   _____
   _____

2) In your opinion, is the Variance consistent with the Comprehensive Plan?
   Yes ( ) No ( ) Why or why not?

   _____
   _____
   _____

3) In your opinion, does the proposal put property to use in a reasonable manner?
   Yes ( ) No ( ) Why or why not?

   _____
   _____
   _____

4) In your opinion, are there circumstances unique to the property?
   Yes ( ) No ( ) Why or why not?

   _____
   _____
   _____

5) In your opinion, will the variance maintain the essential character of the locality?
   Yes ( ) No ( ) Why or why not?

   _____
   _____
   _____

The Planning Commission must make an affirmative finding on all of the five criteria listed above in order to grant a variance. The applicant for a variance has the burden of proof to show that all of the criteria listed above have been satisfied.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the City Code and other applicable ordinances.

Applicant's Signature: _____ Date: _____

Fee Owner's Signature: _____ Date: _____