



**City of Detroit Lakes**

1025 Roosevelt Ave., P.O. Box 647 Detroit Lakes, MN 56502

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## Procedure for requesting a Rezoning, Conditional Use Permit, Variance, Subdivisions or a Non-Conforming Use Expansion Permit

- 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 \$350.00 for Variance or Conditional Use or Rezoning, payable to the City of Detroit Lakes.
- 4) Pay the required fee of \$350.00 for a Non-Conforming Use Expansion Permit.

**NOTE: THE FEE FOR A SUBDIVISION IS \$75.00 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 4<sup>th</sup> 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.**



# City of Detroit Lakes

1025 Roosevelt Ave., P.O. Box 647 Detroit Lakes, MN 56502

Date & Time Submitted

## APPLICATION FOR REZONING, CONDITIONAL USE PERMIT, OR VARIANCE

Name of Applicant:		Contact Number:	
Mailing Address:		Email Address:	
City, State, Zip:		Project Address:	
Project Parcel Number:		City, State, Zip:	

### ACTION REQUESTED

<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Variance (page 2 Required)	<input type="checkbox"/> Non-conforming Use Expansion Permit
<input type="checkbox"/> Subdivision	

Size of Property (Dimensions)	
Current Zoning of Property	
Zoning District Requested	
Current Use of Property	
Number of Lots for Subdivision	

Description of Project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Explain how you wish to vary from the provision of the Ordinance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **Submit following items with application**

1. Copy of Legal Description of Property – Abstract or Deed
2. Submit applicable maps or drawing
3. \$350.00 Application Fee (Does not apply to Subdivisions)
4. Subdivision Application Fee: \$75.00 per Lot, \$500 Minimum

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

Print Name:			
Signature:		Date:	

**VARIANCE**

**Complete page only if requesting a variance.**

**EXPLANATION FOR EACH QUESTION REQUIRED**

In your opinion, is the variance in harmony with the purpose and intent of the ordinance?  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
In your opinion, is the variance consistent with the Comprehensive Plan?  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
In your opinion, does the proposal put property to use in a reasonable manner?  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
In your opinion, are there circumstances unique to the property?  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	
In your opinion, will the variance maintain the essential character of the locality?  <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	

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.

Print Name:			
Signature:		Date:	