

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.

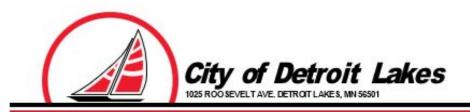
NOTE: THE FEE FOR A SUBDIVISION IS \$75.00 PER LOT WITH A \$500.
MINIMUM FEE

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.

Date & Time Submitted



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

Name of Applica	nt:	Contact Number:
Mailing Address:		Email Address:
City, State, Zip:		Project Address:
Project Parcel Num	ber:	City, State, Zip:
		ACTION REQUESTED
□Conditional Us	se Permit	□ Rezoning
□ Variance (page		□ Non-conforming Use Expansion Permit
□ Subdivision	2 Required)	21 Ton Comorning Osc Expansion Fermit
		·
Size of Property (	(Dimensions)	
Current Zoning o	f Property	
Zoning District R	Requested	
Current Use of Pr	roperty	
Number of Lots f	or Subdivision	
Description of Pro		the provision of the Ordinance:
Submit following	items with appli	cation
* *	•	f Property – Abstract or Deed
	olicable maps or d	
	. •	pes not apply to Subdivisions): \$75.00 per Lot, \$500 Minimum
_	•	are familiar with the application fees and other associated costs, and also with the Code and other applicable ordinances.
Print Name:		
Signature:		Date:
		1 1

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

## EXPLANATION FOR EACH QUESTION REQUIRED

In your opinion, harmony with th intent of the ordi						
mitche of the ordi	manec:					
□ Yes □ No						
In your opinion, consistent with the Plan?	is the variance he Comprehensive					
☐ Yes ☐ No						
_	does the proposal se in a reasonable					
☐ Yes ☐ No						
In your opinion, are there circumstances unique to the property?						
☐ Yes ☐ No						
In your opinion, will the variance maintain the essential character of the locality?						
☐ Yes ☐ No						
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:			