

The following items must be submitted for a conditional use permit application to be considered complete. All plans and written information submitted are public information that may be used in written reports and distributed to the public.

REQUIRED SUBMITTALS

- Land Use Application.** A completed building permit application must be submitted.
- Application Fee.** The required application fees must be submitted.
- Legal Description.** A full legal description, as documented on property deed or certificate of title must be submitted. Legal Descriptions can be obtained from the Redwood County Recorder Office
- Practical Difficulties Survey.** The attached Practical Difficulties Survey must be completed.
- Building Rendering.** Building or structure renderings must be submitted and must depict all elevations of the proposed construction and specify building materials.
- Survey (as required).** In some cases, a Certificate of Survey prepared by a Registered Land Surveyor may be required be submitted. The survey must include: lot dimensions, all platted and recorded easements, natural features (lakes, creeks, floodplain, or wetlands), all existing and proposed structures with dimensions to show size and location, structure setbacks from all property lines, existing and proposed driveways and utility lines, existing two-foot contours, grade elevations at lot and building corners, and lowest floor elevations.
- Site Plan.** In those cases when a registered survey is not required, a site plan is required. The site plan must be drawn with a straight edge and to a standard scale or dimensioned. The site plan must include the following information:
 - North arrow
 - All property lines with dimensions
 - Streets labeled
 - Location of curb, curb cuts and any proposed driveways.
 - All known easements
 - Existing and proposed structures with setbacks from all property lines
 - Natural features (lakes, creeks, floodplain, or wetlands)
- Other Items as Required.** City staff may require that additional items be submitted for full review of a variance application.

Practical Difficulties Survey

Pursuant to Minnesota Statutes § 462.357, subd. 6 and Redwood Falls City Ordinance, variances may be granted from the standards of the City Zoning Ordinance only if;

1. The proposed variance is in harmony with the general purpose and intent of the zoning ordinance
2. The proposed variance is consistent with the comprehensive plan
3. Any applicant establishes that there are practical difficulties in complying with the ordinance standard from which they are requesting a variance. To establish a practical difficulty, the applicant must demonstrate all of the following;
 - The proposed use is reasonable
 - The need for the variance is caused by circumstances unique to the property, not created by the property owner, and not based on economic considerations
 - The proposed use would not alter the essential character of the surrounding area

In your own words, describe the practical difficulty that requires this variance.

In your opinion, does the proposal put the property to use in a reasonable manner?

In your opinion, are there circumstances unique to the property?

In your opinion, would this variance alter the essential character of the neighborhood?

In your opinion, is the practical difficulty on the property created by the property owner?

In your opinion, do economic considerations alone create the practical difficulty?



LAND USE APPLICATION

333 S. Washington Street · PO Box 526 · Redwood Falls, MN 56283
 Office: 507-637-5755 · Fax: 507-637-2417

SITE INFORMATION

Site Address	
Parcel ID#	Current Zoning Designation
Current Property Use	
Proposed Property Use	

PROPERTY OWNER INFORMATION

Name	Phone
Address	

APPLICANT INFORMATION

Applicant/ Company Name	Phone
Contact Person	Email
Address	

TYPE OF REQUEST

<input type="checkbox"/> Variance	\$250.00	<input type="checkbox"/> Vacate Easement or Right of Way	\$175.00
<input type="checkbox"/> Conditional Use	\$250.00	<input type="checkbox"/> Zoning Amendment	\$250.00
<input type="checkbox"/> Interim Use	\$250.00	<input type="checkbox"/> Planned Unit Development	\$250.00
<input type="checkbox"/> Minor Subdivision	\$250.00	<input type="checkbox"/> Zoning Letter/ Certificate	\$50.00
<input type="checkbox"/> Preliminary Plat	\$250.00	<input type="checkbox"/> Appeal	\$250.00
<input type="checkbox"/> Final Plat	\$250.00	<input type="checkbox"/> Other	

DESCRIPTION OF REQUEST

--

*** A separate detailed narrative of the project may be required to fully describe request. See Submittal Requirements**

FILING AND INFORMATION REQUIREMENTS

The City requests that you make a pre-application meeting with the Zoning Administrator to discuss the application process, requirements, and deadlines. Additional items may be requested to help provide details and clarifications to the Planning Commission and City Council to make a decision on the request.

COMPLETE/ INCOMPLETE APPLICATIONS

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when the City Planner has received and examined the application and determined that the application is complete. A decision on whether the application is complete or incomplete shall be made within fifteen (15) working days following the submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting provided that all required public notices have been sent and published.

PAYMENT OF FEES

Land use application fees for the type of request are attached to this application and must be paid to the City before an application is found to be complete. In addition to the application fees, the City retains engineering, legal, planning and other consultants who may be involved in the application review process and attend Planning Commission and City Council meetings for a particular application. All costs resulting from the review of the application by the City and it's consultants, including but not limited to engineering, legal, and planning must be paid by the applicant. The City may withhold final action on a land use application, withhold building permits, and/or rescind prior action until all miscellaneous fees have been paid. The City will notify the applicant of these fees before the expenses are incurred.

NOTICE OF MEETING ATTENDANCE

In order for the Planning Commission and the City Council to consider any application, the applicant or a designated representative must be present at the **both** scheduled meetings. If not, the matter may be tabled until the next available agenda.

AGENDA DEADLINE

The deadline for submittal of land use applications is the **20th of the month** to get on the next month regular scheduled meeting. There are no exceptions to this deadline. Failure to submit all application materials by the deadline date may delay the review process. The Planning Commission regular scheduled meeting is on the second Tuesday of each month at 5:15 PM in the City Council Chambers at City Hall. The City Council regularly meets on the first and third Tuesday of each month at 5:00 PM in the City Council Chambers at City Hall.

ACKNOWLEDGEMENT & SIGNATURE

I hereby apply for zoning approval and certify the information herein is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Redwood Falls; that I understand that this is not a permit but only an application for zoning approval, and work will not start until zoning approval and all other applicable permits are issued and all work will be in accordance with the approved plan and permits.

I acknowledge that I have read all of the information listed in the Redwood Falls Land Use Application and fully understand that I am responsible for all costs, including any consultant fees, incurred by the City related to the processing and review of this application. If additional fees are required to cover costs incurred by the City, the City Administrator has the right to require additional payment from one or more of the undersigned, who shall be jointly liable for such fees.

Applicant Signature _____ Date _____

Property Owner Signature _____ Date _____

FOR OFFICE USE ONLY

<input type="checkbox"/> Application Received	Date	Application Fee	
<input type="checkbox"/> Full Required Submittals Received	Date	Other	
		Other	
Notes		Total	