



# LAND USE APPLICATION

333 S. Washington Street · PO Box 526 · Redwood Falls, MN 56283  
 Office: 507-616-7400 · 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		<b>Total</b>	

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