

How To Proceed With Your Development Plans In Baxter, Minnesota

	Proposals Which Conform To The Zoning Ordinance	Acquisition Of Industrial Park Property for projects conforming to the zoning ordinance	Conditional Use Permit, Variance, Rezoning, Platting. Other Major Issues: such as Roadway Development, Traffic Considerations, Utility Issues, Etc.
CITY STAFF Zoning Administrator, Engineer, Administrator/City Clerk, Public Works Director	Zoning Administrator reviews application for conformance to ordinance and recommends the issuance of a building permit. (Sewer and water connection charges calculated at this time.)	City Staff reviews proposal and forwards to Industrial Park Commission. Prior to I.P. Commission recommendation, a meeting with the zoning administrator should be scheduled to determine conformance with city code. (Sewer and water connection charges can be calculated at time of meeting with zoning administrator or public works director.) If special permit or review is required, please proceed accordingly	City staff reviews applications, and forwards them to Planning Commission. (Sewer and water connection charges calculated at time of meeting with zoning administrator or public works director.)
Industrial Park Commission		Reviews proposals and makes recommendation to City Council.	
Planning Commission			Reviews proposal and calls a public hearing: after notice in newspaper and to surrounding property owners, holds public hearing and makes recommendation to city council.
Utilities Commission Parks & Recreation Commission			Reviews proposals and makes recommendations to City Council, if appropriate.
Other groups that may be affected such as MnDot, MnDNR, County, etc.			Reviews proposal and makes comments and recommendations to City Council, if appropriate.
City Council		Reviews recommendation and makes decision	Reviews recommendations and makes decision

A TYPICAL REVIEW PROCESS:

1. Preapplication conference between developer and local staff. Depending on the project steps 2-6 may not be necessary.
 2. Submission by developer of a development concept plan.
 3. Review by concept plan by local staff and/or consultants.
 4. Review by Planning Commission/Public Hearing Process.
 5. Review by other commissions and/or groups.
 6. Approval by City Council.
 7. Submission of detail and plan by developer.
 8. Review by staff, planning commission and other groups and/or commissions.
 9. Council Action
 10. Building permit is issued.
- Note: This project may vary depending on circumstances and/or project. Typically, this process would take approx. 60-90 days.