



PLEASE READ FIRST!!

LAND USE APPLICATION GUIDE

The Planning and Zoning Department, after much discussion, has determined that there must be some clarification on Department Policies in regards to application submission requirements.

This is in reference to Land Use applications that must appear before the Planning and Zoning Commission for Public Hearing, or Discussion.

The deadline for any land use applications, i.e. Plats, Variances, Conditional Use Permits, Zoning Changes, Zoning Amendments, etc. is at **4:30 p.m.** on the deadline day.

Applications that are submitted after this time will not be accepted under any circumstance.

A pre-application meeting must occur prior to the submission or acceptance of any application. This needs to be scheduled in advance with the Planning Department Technical Clerk.

The application, at the time of submittal, must be complete. "Complete" means a fully filled-out application, to include a signed and notarized affidavit of ownership, with all required drawings, plans, etc., and the full amount for the application fee based on the fee schedule.

Special Meetings may be requested through the Planning and Zoning Commission. If the Commission is willing to hold a Special Meeting, all application and supporting documentation is required in full, fourteen (14) days prior to the meeting day. This will allow staff time to distribute the application to appropriate agencies for comment, to submit the Legal Notice Publication to the Brainerd Dispatch, send out required mailings, and allow for adequate time to develop a staff report to the Commission.

Thank you for your cooperation in this matter, all questions can be directed to the Community Development Department at (218) 454-5109.

Bill Deblon
Community Development Director