

CROW WING TOWNSHIP
LAND USE ORDINANCE AMENDMENT APPLICATION

APPLICATION:

- A. Applicant shall complete Land Use Ordinance Amendment Application and submit to Township Planner.
- B. All applications must be submitted **30 days** prior to the Planning and Zoning meeting in which applicant wishes to be heard. The Planning Commission holds their monthly meeting on the second Monday of the month at 6:00 PM at Town Hall.
- C. Application shall be accompanied by application fee made payable to “Crow Wing Township.”

REVIEW:

- A. The Township Planner shall review the application for completeness and assign a reference number to application. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Land Use Ordinance Amendment Application and supporting documents, the Township Planner shall schedule a public hearing date on the Planning Commission’s agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. Township Planner will prepare a Staff Report on the application. The Staff Report will be available for public review at Town Hall and online at www.njpa.org/crowwingtownship typically one week prior to the scheduled meeting date.
- D. The Township Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the Township for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the Township may need to obtain in reviewing permits. The Township may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the Town Board.
- C. The Town Board shall consider the Planning Commission’s recommendation at the next scheduled Board meeting.

APP # _____
Date _____
Fee _____
(for office use only)

CROW WING TOWNSHIP
LAND USE ORDINANCE AMENDMENT APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ E-mail _____

City, State, Zip _____

Signature of Applicant, authorizing application (required): _____

By signing the owner is certifying that they have read and understood the instructions accompanying this application.

Existing Ordinance Section proposed to amend: _____

Proposed Ordinance Section language changes (please clearly identify proposed language from existing language by underlining new language and using ~~striethrough~~ to denote any existing language proposed for deletion):

Attach additional page(s) if more space is needed.

Narrative describing rationale for proposed change:

CHECKLIST

- _____ Completed application, signed by applicant
- _____ Fee
- _____ Supplemental pages (if necessary)

CONTACT INFORMATION

Community Development
Administrator:

Amanda Peterson
Sourcewell
PO Box 219
Staples, MN 56479
Phone: (218) 895-4138
amanda.peterson@sourcewell-mn.gov