

## SUMMARY OF PLANNING ADVISORY COMMISSION PROCEDURES

**Step 1.** Request application and discuss circumstances with staff.

**Step 2.** File application by the above-noted deadline this must include all of the following:

- a. A completed application form with the required filing fee;
- b. A full, recordable property description (Attached as exhibit "A")
- c. A complete site sketch listing all applicable distances, setbacks or other necessary measurements;
- d. When the septic system of the parcel on which the request was made is located within the shoreland overlay district, a septic system certification must be completed. (Note: Noncompliant septic systems are required to be upgraded regardless of the outcome of proceedings).
- e. Township Signature
- f. Other supporting documentation as required by staff.

**Step 2A.** Required submittals for Zoning District Changes:

- a. Certificate of Survey drawn to scale (if parcel(s) cannot be described as a Quarter, Quarter of a Section). Such survey shall include:
  1. Be prepared and signed by a MN Licensed Land Surveyor
  2. Affected parcel identification numbers
    - i. Indicate if the proposed area is a split and/or combination
  3. Any improvements such as buildings, fences, roads, driveways, etc. within 200 feet of the proposed boundary of the area to be rezoned
  4. Vicinity map
- b. Soil map showing
  1. Soil types within the proposed boundary
  2. Soil types within the surrounding area
  3. Prime farmland ratings of the above soils

**Step 3.** Process (completed by Land Use Management Staff):

- a. Public hearing notice sent to the Republican Eagle for publication
- b. Notification of property owners within 500 feet of affected property (or nearest 10);
- c. Staff review application and generate staff report
- d. Mail information packets to the members of the Board; and
- e. Mail agenda and staff report to the applicant.

**Step 4.** The Planning Advisory Commission (PAC) meetings are held the third Monday of each month unless otherwise stated.

- a. The PAC will make a recommendation for the Board of Commissioners.
- b. It is recommended that the applicant(s) or a representative attend the meeting to answer any questions the Board may have.

**Step 5.** Staff will forward the information onto the Board of Commissioners.

- a. The information will usually be placed on the first meeting of the month after the PAC made a recommendation (see attached calendar)
- b. It is recommended that the applicant(s) or a representative attend the meeting to answer any questions the Board may have.

1 GOODHUE COUNTY CONDITIONAL/INTERIM USE PERMIT APPLICATION

Parcel # \_\_\_\_\_ Permit # \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

Last Name		First	Email:	
Street Address			Phone	
City	State	Zip	Attach Legal Description as Exhibit "A" <input type="checkbox"/>	
Authorized Agent			Phone	
Mailing Address of Landowner:				
Mailing Address of Agent:				

**PROJECT INFORMATION**

Site Address (if different than above):	
Lot Size	Structure Dimensions (if applicable)
What is the conditional/interim use permit for?	
Written justification for request including discussion of how any potential conflicts with existing nearby land uses will be minimized	

**DISCLAIMER AND PROPERTY OWNER SIGNATURE**

*I hereby swear and affirm that the information supplied to Goodhue County Land Use Management Department is accurate and true. I acknowledge that this application is rendered invalid and void should the County determine that information supplied by me, the applicant in applying for this variance is inaccurate or untrue. I hereby give authorization for the above mentioned agent to represent me and my property in the above mentioned matter.*

Signature of Landowner	Date
Signature of Agent Authorized by Agent	

**TOWNSHIP INFORMATION** Township Zoning Permit Attached?  If no please have township complete below:

By signing this form, the Township acknowledges being made aware of the request stated above. In no way does signing this application indicate the Township's official approval or denial of the variance request.

Signature	Title	Date
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Comments:

**COUNTY SECTION** COUNTY FEE \$350 \_\_\_\_\_ RECEIPT # \_\_\_\_\_ DATE PAID \_\_\_\_\_

Applicant requests a variance from Article \_\_\_\_ Section \_\_\_\_ Subdivision \_\_\_\_ of the Goodhue County Zoning Ordinance

What is the formal wording of the request?

Shoreland \_\_\_\_\_ Lake/Stream Name \_\_\_\_\_ Zoning District \_\_\_\_\_  
 Date Received \_\_\_\_\_ Date of Public Hearing \_\_\_\_\_ DNR Notice \_\_\_\_\_ City Notice \_\_\_\_\_

Action Taken: \_\_\_\_ Approve \_\_\_\_ Deny Conditions:

**APPLICANT FINDINGS OF FACT  
AND SUPPORTING INFORMATION REGARDING CONDITIONAL/INTERIM USE PERMIT**

1. In the foreseeable future could the use be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, or will the use substantially diminish and impair property values within the immediate vicinity. Please explain why or why not.

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2. Could the conditional/interim use permit impede the normal and orderly development and improvement of surrounding vacant property for uses predominant to the area? Why or why not.

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3. Will adequate utilities, access roads, drainage and other necessary facilities be provided, or are they currently being provided. Please explain.

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4. Will adequate measures be, or are they currently being, taken to provide sufficient off-street parking and loading space to serve the proposed use. Please describe.

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5. Will adequate measures be, or are they currently being, taken control offensive odor, fumes, dust, noise, and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result. Please describe.

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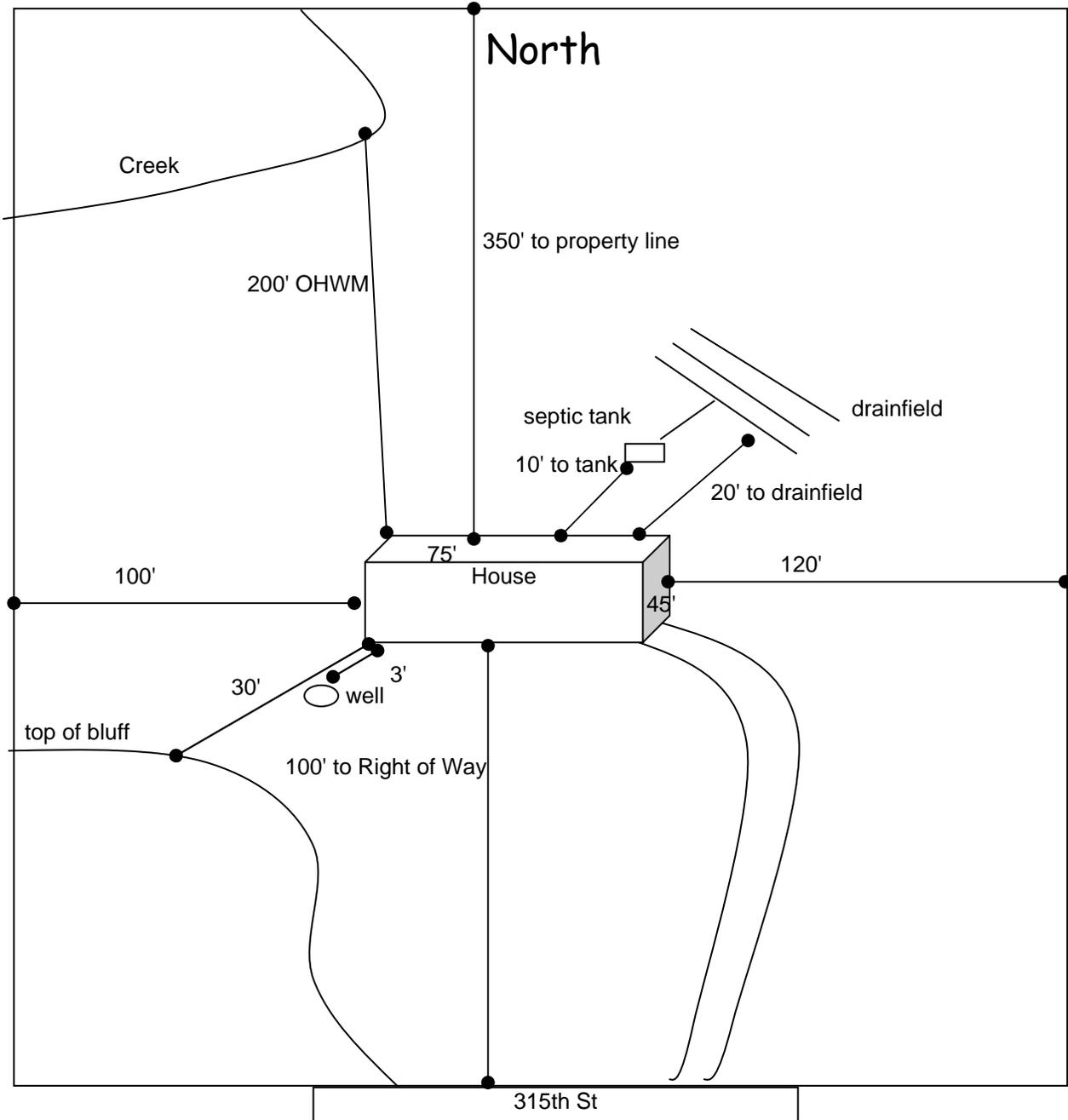
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# Site Plan

**Must include the following information (if applicable):**

- |  |   |
|--|---|
| <input type="checkbox"/> North arrow                   | <input type="checkbox"/> Proposed building(s) with dimensions and distances to property lines |
| <input type="checkbox"/> Property lines                | <input type="checkbox"/> Distance from proposed building(s) to well                           |
| <input type="checkbox"/> Dimensions of parcel          | <input type="checkbox"/> Distance from proposed building(s) to septic system                  |
| <input type="checkbox"/> All buildings with dimensions | <input type="checkbox"/> Any natural feature(s) having an influence on the variance           |
| <input type="checkbox"/> Distance                      |   |

# Site Plan



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