



PLANNING & ZONING APPLICATION

125 SOUTH BROADWAY
 WELLS, MN 56097
 507.553.6371 OFFICE
 507.553.5126 FAX
cityhall@cityofwells.net

FILE NUMBER	ZONING	DATE COMPLETED APPLICATION RECEIVED	
2015-			
PROPERTY INFORMATION			
Property Address			
Parcel ID Number(s)			
PROPERTY OWNER INFORMATION			
Owner Name			
Owner Address			
Owner Phone			
Owner Email			
APPLICANT INFORMATION			
Applicant Name			
Applicant Address			
Applicant Phone			
Applicant Email			
TYPE OF REQUEST			
<input type="checkbox"/> Variance	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Interim Use	<input type="checkbox"/> Rezoning or Ordinance Amendment

OWNER'S STATEMENT

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

 Owner's Signature

 Date

APPLICANT'S STATEMENT

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

 Applicant's Signature

 Date

APPLICATION PROCESS

1. **APPLICATION:** A property owner or their representative completes an application and submits this application with all required documents and fees to the City of Wells Zoning Administrator.

All plans and written information submitted are public information that may be used in written reports and distributed to the public.

2. **ADDITIONAL FEES:** At its discretion, the City of Wells may require outside consultant review of the application. Outside consultants may include attorneys, planners or engineers. Applicants are required to cover the cost of the consultant review. City staff will notify applicants that such review is required prior to hiring the consultant(s). At that time, the applicant must provide a cash escrow to the City to cover the cost of the review. If the applicant refuses to comply with this part of the application, the application will be deemed incomplete and will not be processed until escrow is provided.
3. **NOTIFICATION:** The City sends notification to all property owners within at least 350 feet of the property for which the request is being made. These property owners are encouraged to comment on the request and further invited to attend a Planning & Zoning Commission public hearing which is held to consider the request.
4. **CITY REVIEW:** City staff reviews the submitted application and documents and prepares a written report recommending either approval or denial of the request. The written report, which includes any neighborhood feedback, is forwarded to the applicant or their representative and the Planning & Zoning Commission.
5. **PLANNING & ZONING COMMISSION PUBLIC HEARING:** The Planning & Zoning Commission holds a public hearing on the request after a 10 day notice in the official newspaper.

During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request.

Following the public hearing the Planning Commission discusses the request and votes to recommend the City Council approve or deny the request.

6. **CITY COUNCIL REVIEW:** The City Council considers the request at a following meeting and votes to approve or deny the proposal.

By state law, a final decision on a zoning request must be made within 60-days of submittal of a complete application. An applicant may waive this 60-day time limit. The City may give itself a 60-day extension by notifying the applicant in writing of the extension before end of first 60-days and must give a reason for extension.

The final decision with any conditions will be given in writing.

7. **APPROVAL:** *If a request is approved, all conditions of approval must be satisfied before a building permit or certificate of occupancy will be issued.*

If zoning request project is completed, the approval should be filed with the County Recorder as approval will be attached to the property, until amended.

REZONING & ORDINANCE AMENDMENT SUBMITTAL REQUIREMENTS

The following items must be submitted for a rezoning or ordinance amendment application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

REZONING REQUEST	
Existing Property Zoning	
Proposed Property Zoning	
Purpose of Rezoning:	

ORDINANCE AMENDMENT REQUEST	
Request:	
Purpose of Request:	

Application Fee	\$300.00 + any consultant fees.
Legal Description	A full legal description, as documented on property deed or certificate of title must be submitted.
Survey	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, all existing structures with dimensions to show size and location, structure setbacks from all property lines, and existing driveways and utility lines.
Written Statement	Written statements should describe the request and the intended use of the property.
Other Items	City staff may require that additional items be submitted for full review of a variance application