



**REZONING OR ORDINANCE AMENDMENT APPLICATION**

125 SOUTH BROADWAY  
 WELLS, MN 56097  
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| FILE NUMBER                                         | ZONING | DATE RECEIVED                            |
|-----------------------------------------------------|--------|------------------------------------------|
|                                                     |        |                                          |
| 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"/> <b>Ordinance Amendment</b> |        | <input type="checkbox"/> <b>Rezoning</b> |

**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 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 and City Council.
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 and written notice to the adjacent property owners.

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 & Zoning 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 or 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.
8. **RECORDING:** If a request is approved and completed, it should be recorded 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:         |  |
|                             |  |
|                             |  |

|                          |                                                                                                                                                                                                                                                                                                                         |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Application Fee</b>   | \$300.00 + any consultant fees.                                                                                                                                                                                                                                                                                         |
| <b>Legal Description</b> | A full legal description, as documented on property deed or certificate of title must be submitted.                                                                                                                                                                                                                     |
| <b>Survey</b>            | 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. |
| <b>Written Statement</b> | Written statements should describe the request and the intended use of the property.                                                                                                                                                                                                                                    |
| <b>Other Items</b>       | City staff may require that additional items be submitted for full review of a variance application                                                                                                                                                                                                                     |
|                          |                                                                                                                                                                                                                                                                                                                         |

**OFFICE USE ONLY**

|                                                                                                    |                                                                                                                                                                               |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Completed Application &amp; Fee Received Date:</p><br><p>Application &amp; Fee Approved By:</p> | <p>60-Day Approval Date: _____ 120-Day Approval Date: _____</p> <p>60-Day Extension Date: _____</p>                                                                           |
| <p>Public Hearing Notice Published Date:</p>                                                       | <p>Public Hearing Notice Letters Sent Date: _____</p>                                                                                                                         |
| <p>Planning &amp; Zoning Commission Public Hearing/Action Date:</p>                                | <p><input type="checkbox"/> Approved      <input type="checkbox"/> Approved with conditions</p> <p><input type="checkbox"/> Tabled        <input type="checkbox"/> Denied</p> |
| <p>City Council Public Hearing/Action Date:</p>                                                    | <p><input type="checkbox"/> Approved      <input type="checkbox"/> Approved with conditions</p> <p><input type="checkbox"/> Tabled        <input type="checkbox"/> Denied</p> |