



City of Fifty Lakes

PLANNING & ZONING
40447 TOWN HALL RD | FIFTY LAKES, MN 56448
Phone: 218.763.3113 | Email: pz@fiftylakesmn.com

App#:	_____
Check#:	_____
Date:	_____
Fee:	_____
Rec'd by:	_____

ZONING MAP AMENDMENT APPLICATION

Name of Applicant: _____

Phone: _____ Email: _____

Mailing Address: _____ City, State, Zip: _____

PID(s): _____ Zoning District: _____

Property Address: _____ Lake Name: _____

Applicant is:

- ☐ Legal Owner
- ☐ Contract Buyer
- ☐ Option Holder
- ☐ Agent
- ☐ Other _____

Title Holder of Property:

Name: _____
Address: _____
City, State, Zip: _____
Phone: _____
Email: _____

State the nature of request in detail (what zoning district are you proposing for your property?)

- | | | |
|--|--|---|
| ☐ Rural Residential | ☐ Commercial | ☐ Forest Management |
| ☐ Shoreland Residential | ☐ Commercial Mixed Use | ☐ Public & Parks |
| ☐ Agricultural | ☐ Water Oriented Commercial | ☐ Special Protection |
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Signature of Owner, authorizing application (required): _____

(by signing the owner is certifying that they have read and understood the instruction accompanying this application)

Signature of Applicant, (if different than owner): _____

(by signing the applicant is certifying that they have read and understood the instruction accompanying this application)

APPLICATION:

- A. Applicant shall complete the Zoning Map Amendment Application provided by the City and submit to the City by the meeting deadline as published on the Meeting Dates and Application Deadlines Calendar.
- B. Application shall be accompanied by the information requested in the Zoning Map Amendment Application Checklist.
- C. Application shall be accompanied by application fee made payable to the “City of Fifty Lakes.” **This fee does not cover the land use permit, which must be filed separately, if necessary.**

REVIEW:

- A. Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant shall be notified within ten days if additional information is required to complete the application.
- B. After receipt of a completed Zoning Map Amendment Application and supporting documents, the Zoning Administrator shall place the application on the Planning Commission’s agenda for the earliest possible opening.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall approximately one week prior to the scheduled meeting date.
- D. Criteria for consideration of land use district reclassification. In reviewing a land use district reclassification application, the Planning Commission/ Board of Adjustment shall find that:
 - a. The reclassification is in accord with the City comprehensive plan;
 - b. The reclassification is warranted due to changed land use circumstances or a need for additional property in the proposed land use district;
 - c. The subject property is suitable for development in general conformance with land use standards under the proposed land use district classification;
 - d. The reclassification will not be detrimental to uses or property in the immediate vicinity of the subject property, and;
 - e. The reclassification promotes the health, safety, and general welfare of the public.
- E. The City Fee Schedule is based on average processing and review costs for land use applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits.

ACTION:

- A. The Planning Commission shall hold a public hearing on the Zoning Map Amendment application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall forward a recommendation to the City Council. The City Council shall make the final decision.

CITY OF FIFTY LAKES ZONING MAP AMENDMENT CHECKLIST:

- _____ Completed application
- _____ Fee
- _____ Sewer Compliance Inspection
- _____ All current City charges paid

CITY OF FIFTY LAKES CONTACT INFORMATION:

CITY OF FIFTY LAKES:

40447 Town Hall Road
P.O. Box 125
Fifty Lakes, MN 56448

Phone: (218) 763-3113
Email: pz@fiftylakesmn.com

PLANNING & ZONING ADMINISTRATOR:

Bethany Soderlund
Community Development Administrator
Sourcewell

Phone: (218) 855-9506
bethany.soderlund@sourcewell-mn.com