

CITY OF MOTLEY
ORDINANCE/ZONING MAP AMENDMENT APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Local Phone _____
(if different than above) *(if different than above)*

City, State, Zip _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name)
Option Holder	()	_____
Agent	()	(Address)
Other _____		_____
		(City, State, Zip)

Signature of Legal Owner, authorizing application (required): _____
By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Legal description of property involved in this request, including total acreage:

Property ID # _____ Zoning District _____
(9 digit # beginning with 41)

Nature of request (select only one):

<input type="checkbox"/> Zoning Ordinance Amendment	List section(s) to be amended:
<input type="checkbox"/> Subdivision Ordinance Amendment	_____
<input type="checkbox"/> Zoning Map Amendment	_____
<input type="checkbox"/> Comprehensive Plan Amendment	Current Zoning _____ Proposed Zoning _____

Please describe the proposed amendment, stating the exact language change proposed or the current and proposed zoning districts (attach separate page, if needed):

Please outline why you consider the proposed amendment to be consistent with the goals and policies of the City of Motley Comprehensive Plan (copies of the Comprehensive Plan are available at City Hall and at www.hometownplanning.com/city-of-motley.html).

Please state any other relevant information and/or attach any supporting information:

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APPLICATION:

1. Applicant shall complete the Ordinance/Zoning Map Amendment Application provided by the Zoning Administrator and submit to the City Hall or by mail by the appropriate application deadline.
2. Application shall be accompanied by the appropriate application fee. Contact the City for specific questions about fees.
3. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. Applicant shall be notified within fifteen business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.
4. Your application will be scheduled for a public hearing before the City of Motley Planning Commission. A complete schedule of meeting dates and deadlines can be found at www.hometownplanning.com/city-of-motley.html or by contacting City Hall.
5. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the City Office and online at www.hometownplanning.com/city-of-motley.html approximately one week prior to the scheduled meeting date.
6. The Planning Commission will review your application, take public comment, and provide its recommendation to the City Council. The Council will hear that recommendation at their next regular meeting.

CITY OF MOTLEY CONTACT INFORMATION

Land Use and other Permit Applications can be obtained at www.hometownplanning.com/city-of-motley.html or at City Hall. Completed applications should be dropped off at City Hall during their normal hours.

<p>The City may be reached at: City of Motley 316 Highway 10 South Motley, MN 56466 Phone: 218-352-6200 Fax: 218-352-6092 Email: cityofmotley@brainerd.net www.cityofmotley.com</p>	<p>The City Zoning Administrator is: Ben Oleson Hometown Planning Phone: 320-759-1560 Toll Free: 888-439-9793 Fax: 888-439-9793 E-mail: oleson@hometownplanning.com www.hometownplanning.com/city-of-motley.html</p>
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The City of Motley Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on www.hometownplanning.com/city-of-motley.html.