

**CORINNA TOWNSHIP
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 _____
(12 digit # beginning with 206)

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 _____

Note: Applications for ordinance/zoning map amendments must be approved by Wright County if the zoning would be less restrictive than current zoning (i.e. would allow a higher density of homes or would change from residential to commercial or industrial). For these applications, Corinna Township provides a recommendation to Wright County. Applicants are responsible for contacting Wright County to be placed on their agenda. See 7a and 7b in the instructions that follow later in this packet.

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 Corinna Township and Wright County Comprehensive Plans (copies of the Comprehensive Plan are available at the Township Office and at www.hometownplanning.com/corinna-township.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 Town Hall or by mail. See the attached schedule of public hearings for relevant application deadlines.
2. Application shall be accompanied by the appropriate application fee. For ordinance or zoning map amendments that must ultimately be approved by Wright County, no fee is required by Corinna Township (a fee may be required by the County). Contact the Township Zoning Administrator 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 Corinna Township Planning Commission. The Planning Commission typically holds their monthly meeting on the first Thursday of the month at 7:00 PM at Town Hall. A complete schedule of meeting dates and deadlines can be found at www.hometownplanning.com/corinna-township.html or by contacting Town Hall.
5. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the Township Office and online at www.hometownplanning.com/corinna-township.html approximately one week prior to the scheduled meeting date.
6. The Corinna Township Planning Commission will review your application, take public comment, and provide its recommendation to the Town Board. The Town Board will hear that recommendation at their next regular Town Board meeting (typically 1st and 3rd Tuesdays of each month) and provide the Township's final recommendation to Wright County.
7. If the amendment request would result in a less restrictive regulation or zoning district than the Wright County ordinances or zoning map, you will need to apply to Wright County separately for their final determination on your rezoning request (state law does not allow a Township to be less restrictive in its zoning than the County). Contact the Wright County Planning & Zoning Office (763-682-7338) for meeting dates, application requirements and fees.
 - a. Wright County will need a legal description of the property to be rezoned. While this isn't necessarily required for the Township portion of the approval process, it will be needed when you apply to the County.
 - b. If you will be following on your rezoning application with an application to subdivide property, the Township and County will both need a "concept plan" drawing indicating how you intend to split the lots and which shows their dimensions and other relevant information. When you apply to the County for your rezoning, they will also need soil boring records from a licensed sewer designer to indicate that each of your anticipated lots can support two sewer drainfields.

CORINNA TOWNSHIP CONTACT INFORMATION

Land Use and other Permit Applications can be obtained at www.hometownplanning.com/corinna-township.html or at the Township office. Completed applications should be dropped off at the Town Hall during office hours (8am-3pm, Mon, Tues, Thurs and Fri – closed Wednesday). A drop box is available outside of Town Hall to obtain application forms or drop off completed applications 24 hours per day.



<p>Corinna Township may be reached at: Corinna Township 9801 Ireland Avenue NW Annandale, MN 55302 Phone: 320-274-8049 Fax: 320-274-3792 Email: clerk@corinnatownship.com www.corinnatownship.com</p>	<p>The Township Zoning Administrator is: Ben Oleson Hometown Planning Phone: 320-759-1560 or 888-439-9793 Fax: 888-439-9793 E-mail: oleson@hometownplanning.com www.hometownplanning.com/corinna-township.html</p>
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The Corinna Township 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/corinna-township.html.