

CITY OF MOTLEY
SUBDIVISION/REZONING APPLICATION

APPLICATION:

- A. Applicant shall complete Subdivision/Rezoning Application and submit to Zoning Administrator.
- B. Preliminary Plat applications shall be completed at least to the minimum standards of the Ordinance.
- C. Final Plat applications shall be completed as per the requirements of the Planning Commission from the Preliminary Plat Hearing and the minimum standards of the Ordinance, Morrison and or Cass County and the State of Minnesota.
- D. Submittals for Metes and Bounds Subdivisions (lot splits) shall conform to the minimum requirements of a preliminary plat if either the proposed new parcel or the remnant is less than 5 acres.
- E. If any of the parcels contain structures with an ISTS, a Sewer Compliance Inspection must be submitted.
- F. Applicants shall submit at least one (1) copy of the proposed subdivision on 11"x17" size paper. If available, the applicant should also submit an electronic version of the proposed subdivision (PDF format or equivalent).
- G. All applications must be submitted 30 days prior to the Planning and Zoning meeting in which applicant wishes to be heard.
- H. The City Staff shall, based on submittals, compute the subdivision permit fee. This fee shall be paid by the applicant at the time of application.

REVIEW:

- A. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to application, plans, and any other attachments. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Subdivision Application and supporting documents, the Zoning Administrator shall schedule a public hearing date on the Planning Commission's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. City Staff will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall no later than one week prior to the scheduled meeting date.
- D. 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. The City may withhold final action on a land-use application and/or hold the release of a construction permit until all fees are paid.

ACTION:

- A. The Planning Commission shall hold a public hearing on the application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the Planning Commission shall make a recommendation to the City Council.
- C. The City Council shall consider the Planning Commission's recommendation at the next scheduled Council meeting.

APP # _____
Date _____
(for office use only)

CITY OF MOTLEY
SUBDIVISION/REZONING APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ Email _____

City, State, Zip _____

Applicant is:

Legal Owner

Contract Buyer

Option Holder

Agent

Other _____

Title Holder of Property:

(Name)

(Address)

Signature of Owner, authorizing application: _____
(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.)

Location of property involved in this request:

Fire No. _____, Parcel ID No. _____ Zoning District _____

Nature of request (select only one):

Preliminary Plat

Final Plat

Metes and Bounds

Rezoning

Read and Initial (required):

When costs to the City involved in processing and reviewing an application exceeds 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 retain in reviewing permits. When applying for a permit through the City of Motley, you may be charged additional fees. If you have questions regarding your permit and need to contact Hometown Planning, you may be charged up to \$100.00 per hour in additional fees. You are liable for paying the fees. If the fees are not paid prior to the approval of your permit, these additional fees may be assessed to your property taxes. Please initial and date after reading.

Applicant must initial: _____

Note: Applicants may apply for Preliminary Plat and Final Plat at the same time, but they must be on separate applications. Preliminary Plat and Final Plat hearings will not be held at the same meeting. Effective date of Final Plat application will be the date of Preliminary Plat approval.

CHECKLIST

- _____ Completed application
- _____ Fee
- _____ Sewer Compliance Inspection (if ISTS)
- _____ All current City charges paid
- _____ Site plan with the minimum information (unless waived by P&Z Administrator):

CITY OF MOTLEY CONTACT INFORMATION

City of Motley: 316 Highway 10 South
PO Box 66
Motley, MN 56466

Phone: 218-352-6200
Fax: 218-352-6092

Email: cityofmotley@brainerd.net

Planning and Zoning Administrator: Hometown Planning
324 Broadway Street
Suite #101
Alexandria, MN 56308

Phone: 320-759-1560
Toll Free: 888-439-9793
Fax: 888-439-9793
Email: oleson@hometownplanning.com

The City of Motley Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Hometown Planning website at www.hometownplanning.com.