Checklist for Conditional Use Permit

-A variance is any project that a citizen of the city wishes to do to/on their property, which doesn’t fall under the zoning ordinance.

___________ Completed Application and Idea Presentation in writing.

___________ Start this checklist (keep with file).

___________ Date of Concept Meeting with Administrator

___________ Concept Review w/Administrator (prior to public hearing)

___________ Date that Plans are Submitted (60 days starts)

Public Notices:

___________ County Press Notified. (Notice must be 10 days prior to Public Hearing/No more that 15 more days. The paper needs notice by Monday 10:00 am for that week)

___________ Notified Residence w/in 500 feet of project area. (Notice must 10 days prior to Public Hearing/No more than 15 days. Notices must be certified letters

___________ Notice posted in Bank. (3 days prior to Public Hearing)

___________ Notice posted in Post Office. (3 days prior to Public Hearing)

___________ Notice Posted in City Hall. (3 days prior to Public Hearing)

Internal Review- Packets Sent To:

___________ DNR returned? ________yes

___________ City Engineer returned? ________yes

___________ County Wetlands returned? ________yes

___________ City Public Works returned? ________yes

___________ City Building Inspector returned? ________yes

___________ City Administrator completed? ________yes

Next steps in the process:

Revised 2/23/01
Packet Completed for Planning Commission Plat Review
Packet Completed for City Council Plat Review
Final Plat Submitted (60 days ends)

Next steps in the process:
- Internal Review
- Meeting with developer

Packet Completed for Planning Commission Recommendation
Packet Completed for City Council Decision
End of process.