



Zone Change Application

Lake of the Woods County Land and Water Planning

206 8th Ave SE, Suite #290

Baudette, MN 56623

Phone: 218-634-1945

<http://www.co.lake-of-the-woods.mn.us>

Instructions to the Applicant

1. All items must be completed before this application will be processed. An incomplete application will not be accepted and will be returned to the applicant.
2. Applicant(s) must own the property and provide a copy of the deed(s). If a parcel(s) is in joint ownership written permission of all owners is required. If using an agent, the applicant and agent must both sign the application.
3. Provide written directions from Baudette to your property as well as locate and mark property lines or corner markers on the ground, if applicable to request.
4. Include a **non-refundable** filing fee of \$200.00 payable to the **Lake of the Woods County Treasurer**. Also, include a recording fee of \$46.00 payable to the **Lake of the Woods County Recorder**.
5. Applicant must be present in person for the hearing of this application to explain the request and to answer any questions the Planning Commission has concerning the request.
6. Notice will be sent to the applicant verifying the date, time and location of the hearing.
7. The applicant(s) is/are responsible for securing any other local, state, or federal permits that may be required. The applicant(s) may need to contact one or more of the following agencies:

Minnesota Department of Natural Resources
Area Hydrologist
2532 Hanna Ave NE – PO Box 9
Bemidji MN 56601
(218) 308-2462

Minnesota Department of Health
705 5th Street NW- Suite A
Bemidji, MN 56601
(218)-308-2100

Minnesota Pollution Control Agency
714 Lake Ave – Suite 220
Detroit Lakes, MN 56501
(218)-847-1519

U.S. Army Corps of Engineers
Corps Project Manager
4111 Technology Drive, Suite #295
Bemidji, MN 56601
(218) 444-6381

Minnesota Department of Labor and Industry
616 America Ave NW – Suite 300
Bemidji, MN 56601
(218)-308-2080

Minnesota Department of Transportation
3920 Highway 2 West
Bemidji, MN 56601
(218)-755-6500

8. When you have completed the application and all required information, mail or deliver it to the **Lake of the Woods County Land and Water Planning Office, 206 8th Avenue Southeast, Suite #290, Baudette, MN 56623-2867**. Applications and all required information must be completed and received prior to 4:00 p.m. on the deadline date in order to be placed on the corresponding Planning Commission meeting agenda. Applications that are found to be incomplete will be returned to the applicant. See Lake of the Woods County website for the Planning Commission Calendar.

9. Include additional information as needed to explain and depict the requested use such as maps and aerial photos.
10. **I have read and fully understand the above instructions. I hereby swear that all information that I have provided in this application is true and correct. By signing below, I am agreeing to allow the Planning Commission and associated staff from the Lake of the Woods County Land and Water Planning Office to conduct a site visit(s) on the property to obtain information pertaining to the request.**

Signature of applicant(s): _____ Date: _____
 _____ Date: _____
 _____ Date: _____
 _____ Date: _____
 Signature of authorized agent: _____ Date: _____

For Office Use

Date of application: _____	Filing acknowledgement by: _____	Application Receipt#: _____	Application #: _____
		Recording Fee Receipt# _____	
Date, time, and place of public hearing: _____, 7:00pm in the Commissioner's Room of the Government Center, Baudette, MN			
Applicant and DNR notified on: _____			
Date of County Board hearing: _____, in the Commissioner's Room of the Government Center, Baudette, MN			
Decision of the County Board of Commissioners: Approval _____ Approval w/conditions _____ Denial _____			
Reason(s): _____ _____			
Any aggrieved person or persons, any Department, Board, and Commission of the jurisdiction or of the State shall have the right to appeal within 30 days after receipt of notice of the decision, as provided by law.			
Chairperson's Signature: _____		Date: _____	
Applicant and Agency notification date: _____			
Land and Water Planning Director's Signature: _____		Date: _____	

Websites:

- *Lake of the Woods County*
(co.lake-of-the-woods.mn.us)
- *Beacon Parcel Mapping*
(beacon.schneidercorp.com)

Documents:

- *Lake of the Woods County Zoning Ordinance*
- *Lake of the Woods County Subsurface Sewage Treatment System Ordinance*
- *Lake of the Woods County Comprehensive Land Use Plan*

LAND AND WATER PLANNING STAFF

Zone Change Application Procedure

1. In order for Lake of the Woods County to comply with Minnesota Statute 15.99 (processing time deadlines for agency action), a pre-application meeting must be held between the applicant and the Land and Water Planning Office staff to determine which of the following additional information items must be provided:

- | | |
|---|--|
| <input type="checkbox"/> Survey of Property | <input type="checkbox"/> Map indicating location and dimensions of well, septic and structures |
| <input type="checkbox"/> Wetland Delineation: location and size of all wetlands | <input type="checkbox"/> Site Photos |

The pre-application meeting was held on _____, 20___. It was agreed by the applicant(s) and Land and Water Planning staff that the items checked above are required for this Zone Change Application to be complete.

Signature of applicant(s): _____ Date: _____

Signature of staff: _____ Date: _____

2. Submit a complete application along with the appropriate fees to the Lake of the Woods County Land and Water Planning Office.
3. If the Land and Water Planning Office determines the application is complete, it will be placed on the next available Planning Commission meeting agenda. If the application is deemed incomplete, the Land and Water Planning Office will send written notice to the applicant stating the reasons why the application is incomplete.
4. The Planning Commission members and the Land and Water Planning staff may visit the property regarding the submitted application.
5. Once the Planning Commission acts on your application, it is then placed on the next available County Board meeting agenda. The County Board has final authority to approve, approve with conditions, table, or deny your application.
6. Upon consideration of the facts relating to the request, the County Board may attach such conditions in addition to those required by the Lake of the Woods County Zoning Ordinance, which they deem necessary for the furthering of the purposes set forth in the Lake of the Woods Comprehensive Land Use Plan.

Once a COMPLETED application has been received:

- ***A Public Hearing for the application will be scheduled.***
- ***A Notice of Application will be sent to property owners within one-half (1/2) mile of the property and the notice will be published in the local newspaper.***
- ***Planning Commission members will receive copies of this application and any public correspondence received.***
- ***Planning Commission members may view the site.***
- ***At the Public Hearing, the Planning Commission will make a recommendation for approval or denial to the Lake of the Woods County Board of Commissioners. Applicants and/or agents are required to be present in person to answer any questions.***
- ***At the next available scheduled Lake of the Woods County Board of Commissioners meeting, the request and recommendation from the Planning Commission will be presented. The County Board will make the final decision. Applicants and/or agents are encouraged to be present at the County Board meeting to answer any questions.***

GENERAL INFORMATION

Applicant(s) Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Property Address (if different from above): _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Applicant(s) Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

Agent Name (if applicable): _____

Mailing Address (if applicable): _____

City: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____

Email: _____

PROPERTY INFORMATION

Section _____ Township _____ Range _____ Township Name _____

Parcel #: _____ Lot Width _____ feet Lot Depth _____ feet

Shoreland: Yes _____ No _____ Lake/River Name: _____ Lake/River #: _____

Lake/River Classification: _____ Acreage: _____

Is the property located in the Floodplain: _____ Yes _____ No

Place an “X” by each item that applies to your zone change request.

Current Zoning District	Proposed Zoning District
<input type="checkbox"/> Special Protection (SP)	<input type="checkbox"/> Special Protection (SP)
<input type="checkbox"/> Residential Development District (R1)	<input type="checkbox"/> Residential Development District (R1)
<input type="checkbox"/> Rural Residential District (R2)	<input type="checkbox"/> Rural Residential District (R2)
<input type="checkbox"/> Commercial Recreation District (CR)	<input type="checkbox"/> Commercial Recreation District (CR)
<input type="checkbox"/> General Use District (GU)	<input type="checkbox"/> General Use District (GU)

Lake of the Woods County Establishment of Zoning Districts Management Goals and Objectives

- Special Protection (SP) District is established to limit the development of areas not suitable for development due to wet soils, steep slopes or large areas of exposed bedrock, and to protect areas of unique natural and biological characteristics from incompatible land uses.
- Residential District (R1) is established to preserve areas suitable for moderate density seasonal and year-round residential uses. It is also established to prevent various commercial, industrial, and other incompatible uses in these areas that may cause conflicts or problems for residential uses.
- Rural Residential District (R2) is established to preserve areas suitable for agricultural and low-density residential uses in rural areas. It is also established to prevent various commercial, industrial, and other incompatible uses in these areas that may cause conflicts or problems for agricultural and low-density residential uses. Development in this district shall maintain a low-density rural environment until such time as the need for additional moderate residential development and rezoning to Residential (R1).
- Commercial-Recreation (CR) District is established to centralize service facilities for recreational areas and to enhance the economic growth potential of those areas suitable for limited commercial development.
- General Use (GU) District is established to promote the orderly development of areas which are suitable for residential, commercial, or industrial development.

PROJECT INFORMATION

Section 1: General

1. Provide a detailed description of the why the zone change is necessary to complete the proposed project. Provide details of the purpose and the proposed use on the rezoned property. Attach additional sheets labeled "Zone Change Application", if necessary.

2. Is the proposed zone change and proposed use consistent with the *Lake of the Woods County Comprehensive Land Use Plan*? If yes, explain. [Copies of the *Comprehensive Land Use Plan* are available at the Government Center or on the county website (co.lake-of-the-woods.mn.us)]

3. Is the requested zoning district compatible with adjacent zoning districts? If yes, explain.

4. Will the zone change alter the characteristics of the neighborhood? If yes, explain.

5. Is the site in harmony with existing and/or proposed access roads? If yes, explain.

6. Is the property, or portions of the property, located within the floodplain and/or floodway of rivers or tributaries? If yes, explain.

7. Will the zone change have an impact to public health or safety? Will the zone change cause the increase of public services (emergency services)? If yes, how will they be addressed?

8. Will the zone change increase traffic to the property based on the proposed use? If yes, how will this be addressed?

9. Has the property been evaluated for wetlands? If yes, please explain.

10. Has the property been evaluated for two sites for standard septic systems as required by *Lake of the Woods County SSTS Ordinance*.

11. Does the property have, or the ability to have, adequate location for water supply and on-site sewage treatment systems to accommodate the proposed use?

12. Does the applicant have legal access to the property? If applicant must cross state or tribal land to obtain access, is the applicant aware of the lack of emergency services that may exist for the property?

13. Will there be fencing and/or screening to provide a buffer from adjacent properties? If yes, explain.

14. Will there be signage associated with the proposed use? If yes, explain the total number, dimensions, location, and if the sign(s) are to be illuminated.

15. What will be the hours of operation of the proposed use? Be specific as to the hours of the day, days of the week, and if the use is to be seasonal or year around.

16. Describe additional information that is deemed appropriate to the request.
