

County of Martin  
**PLANNING ADMINISTRATION FORM**  
for consideration of PLANNING REQUEST

August 2018

Property Parcel Number: \_\_\_\_\_

Application No. \_\_\_\_\_  
Date of Application \_\_\_\_\_  
To Zoning Administrator \_\_\_\_\_  
\$300.00 Application Fee Paid \_\_\_\_\_  
\$46.00 Recording Fee Paid \_\_\_\_\_

**NO REFUNDS!**

Location of Property \_\_\_\_\_  
(township or unincorporated village)

Legal Description of Property \_\_\_\_\_  
Parcel # \_\_\_\_\_

Owner \_\_\_\_\_  
(Name) (Address) (Telephone)

Applicant \_\_\_\_\_  
(Name) (Address) (Telephone)

Contractor \_\_\_\_\_  
(Name) (Address) (Telephone)

Type of Request: \_\_\_\_\_ Rezoning \_\_\_\_\_ Conditional Use Permit \_\_\_\_\_ Preliminary Plat  
\_\_\_\_\_ Final Plat \_\_\_\_\_ Subdivision Approval \_\_\_\_\_ Other

Description of Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note: Sketch of property and location of structure (including drainage fields) MUST accompany applications. Also include any other information as deems necessary to base decision.**

**Please draw an attach sketch of proposal showing the following:**

1. Indicate North
2. Location of Lot
3. Adjacent street names
4. Dimensions of proposed structure
5. Dimensions of site
6. Proposed setbacks
7. Location and setbacks of adjacent existing buildings.
8. Distances between any proposed structures on adjacent property.
9. Other information that may be helpful in making decisions.

**\*A representative must be present at the Planning Commission meeting in order for action.**

Applicant Signature \_\_\_\_\_

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

Following to be filled in by Public Officials.

Recommendation of Public Officials.

| CHRONOLOGY                                   | DATE | BY |
|--|------|----|
| Received by Secretary of Planning Commission |      |    |
| Published Notice                             |      |    |
| On Planning Commission Agenda                |      |    |
| Public Hearing                               |      |    |
| Planning Commission Postponement             |      |    |
| Planning Commission Action                   |      |    |
| On County Board Agenda                       |      |    |
| County Board Postponement                    |      |    |
| County Board Action                          |      |    |
| Contractor Notified by County Coordinator    |      |    |
| Applicant Notified by County Coordinator     |      |    |

Application filed:

Martin County Planning Commission Action

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the action requested in the foregoing petition was recommended for **(approval)** **(disapproval)** to the Martin County Board of Commissioner with the following conditions:

\_\_\_\_\_  
Secretary, Martin County Planning Commission

Martin County Board of Commissioner's Action

**(Approved)** **(Denied)** by the Martin County Board of Commissioners this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, with the following conditions:

# MARTIN COUNTY PLANNING COMMISSION

## ~ APPLICATION PROCESS AND INSTRUCTIONS ~

**Please call 507-238-3242 if you have any questions.**

It is **your** responsibility to **read** this application and submit all of the required information. Failure to submit any information or failure to complete a requirement will affect your application.

1. **Discuss your conditional use request with a staff person; a faxed application may not be accepted.** Mailed applications may not be accepted, especially if the required information is not submitted. Meet with staff in person before the application due date to discuss the project. Mailing address: **Martin County Planning & Zoning, Martin County Courthouse, 201 Lake Avenue – Room 104 – Fairmont, MN 56031**
2. **Sign and complete the attached application form. Submit application, hearing/recording fees and necessary site information (described below).** State Law requires that public hearing notices be published and delivered to nearby landowners/residences for all Planning Commission actions. For this reason, there is usually a wait of approximately three to four weeks from the date of application to the hearing. Staff cannot legally expedite this process; please refer to hearing.
3. **Adequate site information must accompany application.**
  - A. **Drawing of the property.** Include north indication, property boundaries, dimensions and setbacks of existing and proposed structures, distances between existing and proposed structures, road names, location of structures on adjacent properties, location of proposed or existing septic drainfield and tank, and other descriptive information (trees, easements, power lines, etc.).
  - B. **Copy of the Deed for the property.** All requests are required to be filed with the County Recorder for record with the Planning Commission decision.
  - C. **Driving instructions to the property.** Include streets, landmarks, etc.
  - D. **Site Evaluation for septic system (if required) completed by licensed septic contractor.**
  - E. **Any other information as deems necessary to base decision.**
  - F. **Business plan if applicable.**
4. **Stake the property accordingly.** This is for any type of construction project. Staff and Planning Commission members will inspect the site prior to the public hearing. By submitting an application, you are allowing decision-makers, Planning Commission, to have access to your property for a site visit.
5. **Fees.** Fees are required to be paid in full to be considered a complete application.
6. **The applicant or a representative must be present at the hearing.** Hearings are held on the fourth Tuesday of the month at 5:30 p.m. in the County Board Room. A notice will be mailed to the applicant/owner. **Failure to appear may be grounds for dropping an item or action to be delayed.**

# MARTIN COUNTY PLANNING COMMISSION

## ~ INFORMATION FOR PUBLIC HEARING APPLICANTS ~

The Martin County Planning Commission is a seven-member board appointed by the Martin County Board of Commissioners. The Planning Commission has a number of responsibilities, which are spelled out in detail in Chapter 6 of the Martin County Zoning Ordinance. In general, the Planning Commission hears appeals from administrative zoning decisions, amends, re-zone, extend regulation of ordinance and has the exclusive power to issue conditional use permits from the letter of the zoning ordinance. All decisions made by the Planning Commission are forwarded to the Martin County Board of Commissioners for final decision.

For technical information and advice, the Planning Commission relies on the staff of the Planning and Zoning Office. The **staff cannot predict decisions by the Commission before the hearing.** Staff will provide assistance in helping an applicant decide what information to present to the Planning Commission and will review an applicant's presentation before the hearing. However, **it is the applicant's complete responsibility** to gather any essential information and provide it to the staff and Planning Commission. **It is the applicant's responsibility to read and complete all of the information contained within this application.**

In all cases, an applicant will help their case by providing as much information about their request as possible. This information should be presented to the staff as early as possible before the public hearing to allow time for staff to review and Commission to make a timely decision. **Failure to do so may result in the Planning Commission delaying their decision for one or more months while the necessary information is obtained.** Applications for public hearings which are grossly deficient in providing vital information may be withheld from the Planning Commission agenda.

The Planning Commission is guided by very specific instructions in regard to its actions. The following is the State Law's criteria and the Planning Commission shall not grant a Conditional Use Permit unless it finds the following facts at the hearing:

**The criteria for granting a Conditional Use Permit are as follows:**

- 1. The request will not create an unreasonably excessive burden of the existing roads or other utilities.**
- 2. The requested use is compatible with surrounding area and will not significantly depreciate nearby properties.**
- 3. The structure and use shall have an appearance that will not have an unreasonably adverse effect on nearby property owners.**
- 4. The requested use is reasonably related to the existing land use and environment.**
- 5. The requested use is consistent with the County Zoning Ordinance.**
- 6. The requested use is not in conflict with the County Comprehensive Plan.**
- 7. The requested use will not create an unreasonably adverse effect, because of noise, odor, glare or general unsightliness, for nearby property owners.**

### \*\*\*\*GENERAL INFORMATION\*\*\*\*

**Applications must be accompanied by complete and detailed information. The Planning Commission may approve, approve with modifications or conditions, or deny any application based on the information available and findings of the Commission. The Planning Commission's recommended approval or denial regarding the application will move forward to be heard before the Board of Commissioners at their scheduled meeting.**

**A document will be recorded with the County Recorder upon the property described in the legal description, which will state the action taken by the Planning Commission and the County Board of Commissioners.**