



CITY OF LONG PRAIRIE
615 LAKE STREET SOUTH
LONG PRAIRIE, MN 56347
ZONING APPLICATION

DATE OF APPLICATION _____
HEARING DATE _____
DATE PERMIT ISSUED _____
FEE PAID _____

Type of Application:

- Variance Conditional Use Zoning Amendment Appeal Other

Description of Request: _____

Reason for Request: _____

Applicant Name _____ Phone _____

Street Address _____ City _____ Zip _____

Owner's Name _____ Phone _____

Street Address _____ City _____ Zip _____

Property Information (Is Site Plan Attached? Yes No)

Legal Description _____

Parcel Number _____ Street Address _____

Current Zoning _____ Existing Use of Property _____

Planning Commission Action:

- Tabled Approved Denied Date Action Taken: _____

Comments: _____

City Council Action:

- Tabled Approved Denied Date Action Taken: _____

Comments: _____

Applicant's Signature: _____

Date: _____

VARIANCES, INTERIM/CONDITIONAL USE PERMITS AND AMENDMENTS

GRANTING OF VARIANCES: Variances may be granted where the city council and planning commission find that extraordinary and unnecessary hardships may result from strict compliance with the city's zoning ordinances, provided that such variations will not have the effect of nullifying the intent and purpose of the city ordinances. Variances may be granted to the lot area, lot size and/or the property setbacks.

Procedure for obtaining a variance is:

1. Application form may be obtained at city hall.
2. Application fee - \$300.00 (non-refundable).
3. Application must be filled out and returned to city hall along with any elevations, building plans, etc. as required by the city.
4. A public hearing will be scheduled before the planning and zoning commission as regulated by law. The notice of the time, place, and purpose of the hearing shall be published in the official newspaper at least ten (10) days prior to the day of the hearing. Normally the hearing is held at the site where the variance is required. Written notice of the public hearing shall be sent to all property owners of record within 350 feet of the selected property. Following the hearing, the planning commission shall make a report to the city council recommending whatever action it deems advisable.
5. The city council, upon receipt of a favorable report to grant the variance from the planning commission, shall make a decision whether to actually grant a variance or not.

GRANTING OF INTERIM/CONDITIONAL USE PERMITS: An interim/conditional use permit may be granted for a specific type of structure or land use which is not allowed as a permitted use as specified by city ordinance.

Procedure for obtaining an interim/conditional use permit is:

1. Application form may be obtained at city hall.
2. Application fee - \$300.00 (non-refundable)
3. Application must be filled out and returned to city hall along with any site plans, elevations, building plans, etc. as required by the city.
4. A public hearing will be scheduled before the planning and zoning commission as regulated by law. The notice of the time, place, and purpose of the hearing shall be published in the official newspaper at least ten (10) days prior to the day of the hearing. Normally the hearing is held at the site for which the conditional use is required. Written notice of the public hearing shall be sent to all property owners of record within 350 feet of the selected property. Following the hearing, the planning commission shall make a report to the city council recommending whatever action it deems advisable. It may designate conditions and require guarantees in the granting of the interim/conditional use permit.
5. The city council, upon receipt of the report of the planning commission, shall make a decision whether to grant an interim/conditional use permit or not.

GRANTING OF AN AMENDMENT: The regulations, restrictions, and zoning boundaries set forth in the city's ordinances may be amended, supplemented, or repealed in accordance with the city ordinance.

Procedure for amending the city's ordinances

1. Amendments may be initiated by the planning commission, the city council, or by petition of any person owning property within the boundaries of the district subject to the proposed amendment.
2. An amendment not initiated by the planning commission shall be referred to the commission for study and report.
3. No amendment shall be adopted until a public hearing has been held thereon by the city council. The notice of the time, place, and purpose of the hearing shall be published in the official newspaper at least ten (10) days prior to the day of the hearing. When an amendment involves changes in district boundaries affecting an area of five acres or less, a similar notice shall be mailed by the city council at least ten (10) days before the day of the hearing to each owner of the affected property and property situated wholly or partly within 350 feet of the use to which the amendment relates.
4. Once the amendment is adopted it does not go into effect until it is published in the local newspaper.