



## REZONING APPLICATION PROCEDURE

<b>GOVERNING BODY</b>	County Board of Commissioners
<b>SUBMITTAL DEADLINE</b>	Due before the fourth Wednesday of each month in order to be included on the following month's agenda.
<b>APPLICATION FEE</b>	\$746.00 (non-refundable; due at the time of making application - \$700 application fee+\$46 Recording Fees)
<b>ORDINANCE</b>	Section 24, McLeod County Zoning Ordinance

### PROCEDURE:

1. Written request shall be submitted to the County Zoning Administrator. Attached application shall be accompanied by a site plan, required fee, legal description for the property to be rezoned, and other necessary material as requested by Zoning Office.
2. The applicant shall take zoning application obtained from the Zoning Office to the Township Board for their recommendation. It shall be the applicant's responsibility to contact the respective Township Clerk to arrange to appear at the Town Board meeting.
3. The Planning Commission will hold a public hearing for the rezoning request and forward its recommendation to the County Board of Commissioners.
4. The County Board will consider the recommendations of the Township Board and the Planning & Zoning Department, as it makes the final decision to approve or deny the rezoning application.

### APPLICATION:

#### 1. Required information accompanying zoning applications shall include:

- A completed application** (our office will assist with typing an electronic form of the application.)
- A legal description of the area proposed to be rezoned**
- A site plan of the area to be rezoning**
- Application fee (non-fundable) in the form of Check or Cash only**