

City of Wahkon Zoning Applications & Review Process July 19, 2010 Rescheduled Council Meeting Memo

The following zoning applications will be used effective **July 1, 2010**. Council worked diligently with our zoning consultant Michael Darrow of S.E.H to ensure the process is simplified and outlined for all zoning issues.

Minnesota State Statute 15.99 allows communities a timeframe of 60 days to review planning applications. If necessary, a City can extend the review period for an additional 60 days. The 60 day timeframe does not start until a planning application is deemed complete. This would include a completed planning application, site plan, and fees and/or escrow paid in full.

Simple permits for a garage or shed can still be approved in about a **week** if the application is complete and survey markers are available to verify that all setbacks will be met. Variances, conditional use permits and rezoning applications will take longer and may require the assistance of our competent zoning consultant. In some instances an application meeting may be necessary with city staff and/or consultants (engineering, attorney, zoning etc) to discuss the overall project and the standards that would apply. This meeting may cost a bit upfront, but should save the **developer time and money in the end** due to the knowledge and/or recommendations gained in moving forward with the project application, plans and specifications.

You will no longer need to speak with City staff in order to get and complete an application! Permits will be uploaded onto the City's Website www.cityofwahkon.com on July 16, 2010. You can also request that a application be sent to you electronically by e-mailing us at cityofwahkon@scicable.com. All applications will also be located in entryway of city hall even if the office is closed.

It is our desire to continue to allow residents the freedom to develop their property while balancing the overall health, safety and general welfare of the City of Wahkon. We look forward to working with you!