

**ZONING TEXT AMENDMENTS (Section 51.02 Subd. A)
Development Application Help Sheet**



A checklist of background information and submission requirements for processing of the application is provided below. Should there be an item which is not included in the submission of the application; a detailed, written explanation should be made outlining the reason for omission. Failure on the part of the applicant to supply all necessary information listed herein or any supportive information as requested by the City may be grounds for an application to be determined incomplete.

PROCEDURES

- Review the Delano Subdivision Ordinance – Zoning Text Amendments
- Meet with City Staff and Planner to discuss proposal
- Application filed concurrently with submission requirements as set forth below
- Application filed concurrently with application fee and escrow

REQUIRED DOCUMENTS

- Development Permit Application
- Deposit Agreement
- Detailed written materials, maps, plans and specifications to include the following:
 - Two (2) large scale copies (one (1) inches equal one hundred (100) feet or less) of detailed graphic materials
 - One (1) reduced scale copy (11x17 or smaller) of detailed graphic materials
 - Electronic Copy (Submitted by disc, USB Flash drive or emailed to pbauman@delano.mn.us)
- Proof of title and legal description
- Description of request
- Concept Plan (For Rezoning) ^A

Additional documents may be required:

- Additional large-scale and electronic copies shall be provided for each of the following, if applicable:
 - Project is adjacent to a county road or county state aid highway (1 copy)
 - Project is adjacent to a state highway (2 copies)
 - Project lies within a Shoreland or Floodplain Overlay District (1 copy)

A. REZONING. A concept plan of the proposed use of the site or property shall address the following:

1. The specific policies and provisions of the City’s Comprehensive Plan and the use of adjacent properties.
2. Compatibility with present and future land uses of the area
3. Illustration of how the proposed use will conform to the performance standards of the district.
4. Illustration of how the proposed use will be accommodated with existing public services and will not overburden the City’s service capacity, including water supply and sanitary sewer.
5. Study of traffic generated by the proposed use to insure it is within capabilities of streets serving the property (if applicable)