

**CITY OF PERHAM
PETITION FOR RE-ZONING**

APPLICATION FEE (NON-REFUNDABLE) - \$300.00

PAID – RECEIPT # _____

DATE: _____

**This request must be heard by the Planning Commission prior to referral to the City Council.
Refer to Section 42 of the City of Perham’s Zoning Ordinance.**

(please print)

Date of Petition: _____ Next Planning Commission Meeting: _____

Name of Petitioner: _____ Phone: _____

Mailing Address: _____

Contact Name (if business is petitioner): _____

Name of Owner(s) of Property to be rezoned	Property Address	Signature of Owner(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Legal Description and Address of Property to be considered for re-zoning
(this information is available on the property tax statement)

lot # _____ block # _____ addition _____

parcel number _____ current street address _____

Current zoning _____ Requested zoning _____

Present use of property: _____

Reason for re-zoning request (attach an additional page if necessary): _____

A PRELIMINARY PLAT OR A SITE PLAN FOR THE PROPERTY MUST BE INCLUDED

Does Petitioner require a variance or conditional use permit in connection with the proposed re-zoning use? Yes _____ No _____

If rezoning request involves residential property or abuts residential property, a transitional area is required between Commercial or Industrial zones and any residential area. Will the proposed zoning change create a need for a transitional yard and does the plan sufficiently provide adequate screening? Yes _____ No _____ N/A _____

(Please show required buffer and screening on the site plan.)

Requests for Re-zoning are heard by the Planning Commission. The Planning Commission meets the third Tuesday of each month. **In order to comply with required notification time-lines all applications for Re-zoning must be submitted at least three (3) weeks prior to the next scheduled Planning Commission meeting.**

The Petitioner hereby agrees that, in such case as the re-zoning petition is granted, that all the work which shall be done and all materials which shall be used shall comply with the plans and specifications therefore herewith submitted and with all ordinances of said City of Perham applicable thereto.

I certify that I am the petitioner named herein; that I have familiarized myself with the rules and regulations with respect to preparing and filing this petition, that the foregoing statements and answers herein contained and the information on the attached maps or plat plans and any other papers submitted herewith are in all respects true and accurate to the best of my knowledge and behalf.

Signature: _____
Petitioner

Date: _____

ATTACHMENTS REQUIRED:

ACCURATE site plan - the site plan shall be presented on 11" x 17" paper and to scale. It shall contain the following information:

- a. The proposed title of the project along with contact information for the architect, landscaper, planner, or engineer on the project.
- b. Location, dimensions, and total area of the site.
- c. Location, dimensions, floor area, type of construction, and use of each proposed building or structure.
- d. The proposed treatment of open space and exterior surfaces.
- e. Other site plan requirements as listed in Section 34 of the Perham City Code.

Minimum lot size, setback, and ground coverage requirements apply to all zoning districts. Please check with Planning and Zoning and refer to the City's Zoning Ordinance for these requirements.

STAFF CHECKLIST:

Date of Petition Submission: _____ 60 day rule: _____

Is the Petition Complete?

Fee Paid? Receipt _____ Date _____

Site Plan provided and is complete

Notes: _____

Date Notice was Mailed to Property Owners with 350 feet: _____

(mail day before the hearing notice appears in the paper)

Date Notice was published in the Perham Focus: _____

Date of Hearing on Re-zoning request: _____ (at Planning Commission meeting)

Commissioner's packets contain

petition

map

public hearing notice

affidavit of mailing

Date of Council Meeting: _____ (Council packet includes all of above plus draft Ordinance & excerpts from Planning Commission meeting minutes)

Date of Publication of Zoning Ordinance: _____

Record Ordinance with Otter Tail County (sent) _____

Findings of Fact for Approval or Denial

Criteria for granting Re-zoning request:

The Planning Commission for their recommendation and the City Council in making their determination shall consider the following standards for a rezoning request:

- A. Is the proposal consistent with the goals, objectives, and policies of the Comprehensive Plan?
- B. Is the proposal compatible with the overall character of existing development in the immediate vicinity of the affected property?
- C. Will the proposal have an adverse effect on the value of adjacent properties?
- D. Are there adequate public facilities and services to meet the needs of the proposal?

Signature of Zoning Administrator: _____ Date: _____