



WRIGHT COUNTY PLANNING COMMISSION

INFORMATION FOR PUBLIC HEARING

Office of Planning and Zoning
Wright County Government Center
10 2nd Street NW Room 140
Buffalo, MN 55313-1185
(763) 682-7338

The Wright County Planning Commission is a seven member board appointed by the County Board of Commissioners. The Planning Commission conducts all public hearings pertaining to requests for amendments to the Wright County Zoning Ordinance, zoning district changes, conditional use permits and platting of property. Only on conditional use permits is the Planning Commission the final authority; on other matters, the Commission is the advisory to the County Board.

For technical information and advice, the Planning Commission relies on the staff of the Planning and Zoning Office. Staff cannot predict decisions by the Commission before the hearing. Staff will assist the applicant in deciding what information to present to the Planning Commission, and will create a slide presentation for the applicant prior to the hearing.

All supplementary information for the hearing (narratives, photos, soil borings, updated site plans, surveys etc.) must be submitted for an application to be complete. Changes in state law make it impossible for staff to accept incomplete applications except in unique circumstances. Petitions that are deficient of information cannot be placed on the Planning Commission agenda. If the Planning Commission or the County Board denies the application it cannot be resubmitted for a period of six (6) months from the date of said order of denial.

Remember, the "burden of proof" is upon the applicant to ensure that their proposal conforms to the Wright County Ordinances and the Wright County Comprehensive Plan. They must also ensure it will not harm the public health, safety or welfare.

**PROCESS TO APPLY FOR PUBLIC HEARING BEFORE THE WRIGHT
COUNTY PLANNING COMMISSION:**

1. Due to the wide variety of proposals we receive, it is essential to discuss your proposal with a staff member of the Planning and Zoning Office before obtaining and filling out a Planning Commission application.
2. Fill out the application and set up a meeting with a staff member to review it. They will determine if there is enough information to place your item on the next agenda. **Applications will not be accepted without Zoning Administrator approval.** If there are no problems, the item will be placed on the next available meeting.
3. Attend the appropriate Township meeting to explain the proposal to the Town Board (contacts and meeting dates are attached). **The Wright County Planning Commission will not act on any petition without a Township recommendation.**
4. Due to the wide variety of proposals our office receives, it is hard to specify exactly what supplemental documents are required. At a minimum, applications must be accompanied by a site plan, sketch plan, certificate of survey, or a copy of the plat. A site plan should consist of the following:
 - Dimensions of property, proposed structure, front and side setbacks.
 - Location and use of adjacent property.
 - Highway, road or street names.
 - North direction.
 - Proposed parcel divisions or lots.
 - Any other pertinent data.

**Depending on the project, additional items (narrative, description, floor plans, photos, grading plans, septic sites/soil borings) may also be required.
5. Building Inspector approval may be required for a change of use for existing buildings or relocated buildings, and may require architectural or engineered plans.
6. A Sewer Certificate of Compliance may be required on the individual sewage treatment system if the Planning and Zoning Office is unable to determine if the system is in compliance per Minnesota State Rules Chapter 7080, or if the site is located within lakeshore.
7. If applicable, the site must be staked off before the Planning Commission makes a site inspection.
8. Applicant must be present at the hearing or have representation. Failure to appear may be grounds for dropping an item. Requests for continuances will not be accepted by telephone except in emergency situations.
9. Any further questions should be directed to the Zoning Administrator or staff's attention. (Phone: (763) 682-7338)

FEE _____ Checks payable to: Wright County Treasurer

No refund after first public hearing – and only 70% of fee will be refunded after any internal review/site inspection or notices have been sent. When the Board determines that continuation of a hearing is required, due to the complex nature of any matter, or lack of adequate preparation by an applicant, a \$50.00 renotification fee may be required.

Return Before _____ For Hearing On _____



WRIGHT COUNTY PLANNING COMMISSION APPLICATION

Office of Planning and Zoning
Wright County Government Center
10 2nd Street NW Room 140
Buffalo, MN 55313-1185
(763) 682-7338

DATE TAX PARCEL #(s)

TOWNSHIP NAME PRESENT ZONING DISTRICT

APPLICANT Last name First Middle Initial

PHONE EMAIL

MAILING ADDRESS Street City State Zip

PROPERTY OWNER PHONE Last name First Middle Initial

PROPERTY ADDRESS Street City State Zip

DESCRIBE NATURE OF REQUEST (attach extra sheets as necessary)

The information in this application is true and correct to the best of my knowledge and ability. I understand and agree that, even if this application is accepted as complete, the Planning Commission or Office of Planning and Zoning may require additional property descriptions, property surveys, site plans, building plans, and other information either before or after this request receives a public hearing.

No application for a Conditional Use Permit shall be resubmitted for a period of six months from the date of said order of denial. Conditional Use Permits shall be valid for six months unless otherwise specified.

I have read the application materials and agree to follow the policies and procedures of the Wright County Planning Commission and I consent, in the event a site inspection is requested, to the public entering my property pursuant to the Minnesota Open Meeting Law.

APPLICANT SIGNATURE DATE

PROPERTY OWNER'S SIGNATURE DATE

(If other than Applicant) (6) months unless otherwise specified. All conditions in a Conditional Use Permit shall be commenced within six (6) months and shall be complied with within one (1) year unless otherwise specified.

Office Use Only

Application Number:

TYPE OF ZONING REQUEST: (check all that apply)

- 1. Land Alteration Permit 2. Mining 3. Conditional Use Permit; Type
4. Rezoning; Proposed Zoning District 5. Subdivision; Type 6. Text Amendment
7. Homestead Business 8. Other

Has this property been involved in a request to rezone, obtain a variance, or a conditional use permit? Yes No
If yes, when: Type of request:

TOWNSHIP BOARD approval/denial is required before Planning Commission will act (contacts and meeting dates are enclosed).
Date Approved Date Denied

APPLICATION IS COMPLETE (Zoning Administrator must date & initial before it is considered complete) Date/ Initial

NOTES:

APPLICATION FILED DATE HEARING DATE

60 DAY EXPIRATION DATE 120 DAY EXPIRATION DATE

FEE \$ Checks payable to: Wright County Treasurer RECEIPT # DATE

<u>Hearing Date</u>	<u>Application Cut-Off Date</u>
<u>January 10, 2019</u>	<u>December 20, 2018</u>
<u>February 7, 2019</u>	<u>January 17, 2019</u>
<u>February 28, 2019</u>	<u>February 7, 2019</u>
<u>March 28, 2019</u>	<u>March 7, 2019</u>
<u>April 18, 2019</u>	<u>March 28, 2019</u>
<u>May 16, 2019</u>	<u>April 25, 2019</u>
<u>June 6, 2019</u>	<u>May 16, 2019</u>
<u>June 27, 2019</u>	<u>June 6, 2019</u>
<u>July 18, 2019</u>	<u>June 27, 2019</u>
<u>August 8, 2019</u>	<u>July 18, 2019</u>
<u>August 29, 2019</u>	<u>August 8, 2019</u>
<u>September 26, 2019</u>	<u>September 5, 2019</u>
<u>October 17, 2019</u>	<u>September 26, 2019</u>
<u>November 7, 2019</u>	<u>October 17, 2019</u>
<u>December 12, 2019</u>	<u>November 21, 2019</u>

***Note:** In order for an application to be considered complete, all required information, along with the application fee, must be submitted and accepted by the Planner no later than the above referenced cut-off date. A pre-application meeting may also be required prior to application submittal. To schedule an appointment, please contact:

Stacy Marquardt, Planner
 Phone: 763-682-7337
 Email: stacy.marquardt@co.wright.mn.us

WRIGHT COUNTY TOWNSHIP CONTACTS

Albion
Clerk Name Address Phone
 Debbie Uecker 2235 Co. Rd. 6 NW, Annandale 612-716-0465 (clerk c#)
 Email: dmuecker@windstream.net 320-963-4015 (home)
Board meets: 3rd Tuesday @ 7:00 p.m. 320-963-5667 (hall)

Buffalo
Clerk/Treas Mark Hoffmann 4567 40th St. NE, Buffalo 763-267-3712 (clerk c#)
 Email: Buffalotownship@aol.com 763-682-0428 (hall)
Board meets: 2nd Monday @ 7:00 p.m.

Chatham
Clerk/Treas Jim Bischoff PO BOX 122, Buffalo 612-237-7996 (clerk c#)
 Email: townshipclerk60@gmail.com 320-963-5799 (hall)
Board meets: 2nd Tuesday @ 7:00 p.m.

Clearwater
Clerk/Treas Jean Just 15015 State Hwy 24 Clearwater 320-980-0302 (clerk)
 Email: clearwatertwp@frontiernet.net 320-558-4011 (hall)
Board meets: 2nd Monday @ 7:30 p.m. 320-558-6790 (fax)

Cokato
Clerk Brad Morris 14987 30th St. SW, Cokato 320-286-2051 (clerk) or
 Email: bmorris@centurylink.net / cokatotwp@centurylink.net 320-286-5406
Board meets: 2nd Monday @ 8:00 p.m. 320-286-5876 (fax)

Corinna
Clerk/Treas Mary Barkley-Brown 9801 Ireland Ave. NW, Annandale 320-274-8049 (hall)
 Email: clerk@corinnatownship.com 320-274-3792 (fax)
Dep. Clk/Trs. Jean Just 9801 Ireland Ave. NW, Annandale

Office Hours: Mon., Tues., Thurs., Fri, 8:00 a.m. to 3:00 p.m.
Board meets: 1st & 3rd Tuesday @ 7:00 p.m. Township Hall, 9801 Ireland Ave. NW, Annandale
Planning Commission: 1st Thursday of each month @ 7:00 p.m.

Franklin
Clerk/Treas Stephanie Russek 8735 County Road 16, SE, Delano (hall) 763-972-2017 (hall)
 Email: franklintwnshp@gmail.com 763-923-4284 (cell)
 Email: eprussek@frontiernet.net
Dep. Clk/Trs. Renee Olson 763-639-4345
Board meets: 1st Monday @ 7:00 p.m. (except on Holiday, then following Tuesday @ 7:00 p.m.)

French Lake
Clerk Breanna Chapman 64113 305th St, Litchfield, MN 55355 320-583-0157 (clerk)
 Email: FrenchLakeTwpClerk@outlook.com
Board meets: 1st Tuesday @ 7:00 p.m.

Maple Lake
Clerk Dick Hogan 920 5th St. NW, Maple Lake 320-963-5336 (clerk)
 Email: r_hogan@charter.net
Board meets: 3rd Tuesday @ 7:00 p.m.

Marysville
Clerk/Treas Deb Uecker 2235 County Road 6 NW, Annandale 612-716-0465 (clerk c#)
 Email: marysvilletownship@gmail.com 763-658-4064 (hall)
 763-658-4056 (fax)
Board meets: Last Monday @ 7:00 p.m.

