



## REZONING (Section 51.02 Subd. A) Development Application Help Sheet

A checklist of background information and submission requirements for processing the application is provided below. Should there be an item that is not included in the submission of the application, a detailed, written explanation should be made outlining the reason for the 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 – Rezoning
- ☐ Meet with City Staff and Planner to discuss the proposal
- ☐ Application filed concurrently with submission requirements as set forth below
- ☐ Application filed concurrently with the application fee and escrow

### REQUIRED DOCUMENTS

- ☐ Development Permit Application
- ☐ Deposit Agreement
- ☐ Detailed written materials, maps, plans, and specifications to include the following:
  - ☐ One (1) large-scale copy (one (1) inch equal one hundred (100) feet or less) of detailed graphic materials
  - ☐ Electronic copy emailed to [pbauman@delanomn.gov](mailto:pbauman@delanomn.gov)
- ☐ Proof of title and legal description
- ☐ Description of request
- ☐ Concept Plan (For Rezoning) <sup>A</sup>

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 accommodate 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 ensure it is within the capabilities of streets serving the property (if applicable)