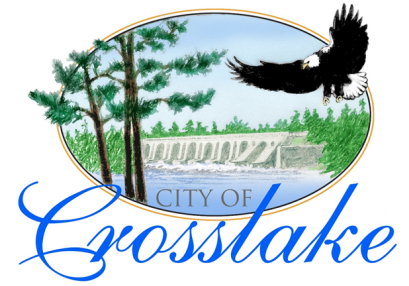


**DRT info available online @ <http://www.cityofcrosslake.org>**



## **DRT (Development Review Team)**



**Welcome to DRT, City of Crosslake's development review process. The goal of our Development Review Team (DRT) is to assist our customers through the land use process by providing clear, consistent and accurate information.**

### **What is the purpose of the Development Review Team (DRT) meeting?**

The DRT process brings together the applicant, other Government agencies and the City of Crosslake staff to insure that proposed land use issues are considered before a completed application is submitted. All applicants desiring consideration on variances, rezoning, conditional use permits, all plats and permits that require a public hearing and action by the Planning Commission/Board of Adjustment are required to attend the DRT meeting prior to submitting an application pursuant to Article 6 of the City of Crosslake ordinance.

### **How do I apply to get on the DRT meeting agenda? How much does it cost? How frequent are the DRT meetings held?**

A simple application to request a spot on the next available DRT meeting agenda can be found on line or picked up at the City of Crosslake office. Fill out the application and submit your information to the Crosslake Planning & Zoning office. You are encouraged to call the Planning & Zoning office to assist in making sure you have included all the information needed for the submission. There is a cost associated with making an application for the DRT meeting listed on our website under the fee schedule. Meetings are held every second Tuesday of the month starting at 9:00 am (except on Holidays) and each applicant is provided one hour of time to present their situation and receive feedback. The DRT meeting is held in the Crosslake City Hall building located at 13888 Daggett Bay Rd, Crosslake.

### **Along with the application what information do I need to submit for the DRT meeting?**

This is an opportunity for the applicant to bring forward their request and gain insight into the land use regulations and be provided feedback from those parties in attendance. The more information you can provide on the nature of your request is welcomed. Hand drawn site plans or sketch, building plans and photographs are common submission documents. The city will provide meeting participants copies of the submission materials provided along with records from the city including permit history, parcel maps, aerial photos and other information deemed appropriate for the discussion. A full survey is NOT required for this meeting.



**Questions???**

**Contact us at Crosslake Planning & Zoning (218) 692-2689, [crosslakepz@cityofcrosslake.org](mailto:crosslakepz@cityofcrosslake.org)**

## How is the meeting conducted and what can I expect for the outcome?

The Planning and Zoning staff will facilitate the meeting. Along with submission materials provided to participants the city will include permit history, any parcel pictures and pertinent information for viewing the request during this discussion phase. This is not a public meeting, but will provide an advisory review of issues to assist in helping the applicant provide a complete application at the time of submission. Depending on the nature of the request, the applicant can expect discussions about building history on the subject parcel, stormwater management, shoreline buffers, septic system compliance, location of new septic systems, reasons for zoning map amendments and general ordinance requirements. No decisions will be made on an applicant's request at the meeting. The meeting is for purposes of gathering information and providing constructive feedback. The applicant will be provided with the application necessary for the request along with a calendar of submission and meeting dates.

## Once I have attended DRT, what is the next step in making the application for my request?

Once the DRT process is complete, the applicant may submit an application along with supporting documentation with the required fees, and the city will review the application to determine if it is complete. The City Land Use Ordinance allows up to 15 days for completing the application review, however in most cases this happens in a shorter time frame due to the up-front communication afforded by the DRT process. You are encouraged to call for assistance in making sure you have included all the information needed for the submission. Once an application is received and deemed complete by the city, it is then published in the newspaper and notices are mailed to adjoining property owners stating date, location and purpose of the meeting. Planning Commission /Board of Adjustment (PC/BOA) meetings are public and are free for all to attend and comment.

## Is neighborhood communication encouraged?

Informing neighbors of the request is also encouraged, to make sure your request is understood from the mailing notice they will receive.

## Tell me about the Planning Commission/Board of Adjustment meeting process and what to expect.

Planning Commission/Board of Adjustment members are property owners in the city. There are not less than 5 nor more than seven members all of whom are appointed by the City Council. The meetings are facilitated by the Planning and Zoning staff. However, deliberations and decisions are made solely by the appointed members. All decisions by the Board of Adjustment are final the day of the meeting. The Planning Commission is advisory to the City Council and makes recommendations on all applications except for variances and conditional use permits, which are final the day of the meeting.

## Where and when will the Planning Commission/BOA meeting be held?

The meeting is held in the Council Chambers of the Crosslake City Hall located at 13888 Daggett Bay Rd, the Fourth Friday of each Month (except on Holidays) and begins at 9:00 AM.

The Crosslake Planning and Zoning Department is committed to working professionally with land use applicants through this development review process. We are dedicated to ensuring that this process will improve our customer service to landowners and enhance our ability to promote wise land use in the City of Crosslake.

