



# PUBLIC HEARINGS

Several land use activities require a more in-depth application and review process, often requiring a public hearing where the applicant needs to present their proposed project to a Planning Commission/Board of Adjustment, and/or City Council. Examples of projects that require this Public Hearing process include:

- ◇ Amendments to the Official Land Use Map (rezoning)
- ◇ Interim Use Permits
- ◇ Conditional Use Permits
- ◇ Variances
- ◇ Ordinance Amendments
- ◇ Plats



## Step 1: DRT

◇Attend a Development Review Team (DRT) meeting. These meetings are held the second Tuesday of each month starting at 9:00 A.M.

◇Meetings are held in Crosslake City Hall Building, at 13888 Daggett Bay Rd, Crosslake, MN 56442

*Information required for a DRT meeting:*

◇A DRT application and fee – located on the City website under Doing Business, Applications and Checklists, in the Public Hearings section, [www.cityofcrosslake.org](http://www.cityofcrosslake.org)

◇A preliminary site plan showing dimensions of the property, size of existing and proposed structures and the setbacks to the property lines, road and lake

◇All information must be submitted to the Planning and Zoning Department by the date stated on the meeting schedule

## Step 2: Application & Fee

*Information required for a Public Hearing:*

◇The appropriate public hearing application and fee - located on the City website under Doing Business, Applications and Checklists, in the Public Hearings section, [www.cityofcrosslake.org](http://www.cityofcrosslake.org)

◇Site plan showing dimensions of the property, size of existing and proposed structures and the setbacks to the property lines, road and lake (see the complete list attached to each application) Most public hearing applications require a certificate of survey for site plans

◇Septic compliance inspection on all septic systems that are older than 5 years and has not had a compliance inspection within the last 3 years

◇Completed applications must be submitted prior to the hearing (check the meeting schedule for the appropriate submittal date)

## Step 3: Public Hearing

◇Public Hearing for a Variance, Conditional Use Permit, Plat or Land Use Map Amendment which ever applies. The public hearings are held on the fourth Friday of every month starting at 9:00 A.M.

◇Meetings are held in the City of Crosslake, Council Chambers, 13888 Daggett Bay Rd, Crosslake, MN 56442



Questions???

Contact Planning & Zoning @ (218) 692-2689 or [crosslakepz@cityofcrosslake.org](mailto:crosslakepz@cityofcrosslake.org)