

FORM REVIEW CHECKLIST

APPLICANT: _____

BUILDING PERMITS.

- Front: Reason for application checked _____
- Fee determined _____
- Applicant Information complete _____
- Property Information complete _____
- Construction Blocks all completed _____

- Back: Detailed Site Layout _____
- Distance to property lines _____
- Distance to roads _____
- Width, Depth, & Height completed _____
- Supporting Documents, (Review All) _____
- Complete Fee Paid & Hearing Dates _____
- Township Board signature/approval _____

UNIFIED DEVELOPMENT PERMIT.

- Front: Reason(s) for application checked _____
- Applicant Information complete _____
- Property Information complete _____

- Back: Detailed Site Layout _____
- Distance to property lines _____
- Distance to roads _____
- Supporting Documents, (Review All) _____
- Complete Fee Paid & Hearing Dates _____
- Township Board signature/approval _____
- BC Hwy Supervisor Approval _____

- Distance to roads _____

OTHER RELATED REQUIREMENTS.

VARIANCES :

Advertise in the local official newspaper two consecutive weeks NLT 10 days prior to the scheduled hearing.

At a minimum, property owners within 600 feet or with adjacent land must be notified of the proposed variance request. For towers and other substantial structures the minimum is one (1) mile.

RECEIVED BY: _____ DATE: _____

DEVELOPMENT CODE INFORMATION SHEET

It is necessary in all communities to adopt regulations that promote the development of land and the structures on it. Barnes County has established the "Development Code" for this purpose and to promote the health, safety, morals, and welfare of the County of Barnes. It is the intent of these regulations to promote orderly development and to prevent conflict among land uses and structures.

The development of this code is based upon division of the county into districts. Within the districts the use of land, building bulk, and locations of building and structures are mutually compatible and substantially harmonious.

CONDITIONAL USE

The use of a special nature not automatically permitted in a particular zoning district and which requires review and approval per the Development Code. There are certain uses which, because of their unique characteristics, cannot be properly classified as permitted uses upon neighboring premises. Such uses, nevertheless, may be necessary or desirable to be allowed in a particular district provided that due consideration is given to location, development and operation of such uses. The Development Code lists which Conditional Uses are allowed in each district with the proper approval process.

COST: \$100 plus advertising expense.

SUBDIVISION PLAT APPROVAL

The division of a tract or parcel of land into lots for the purpose of sale or building development. Prior to bringing a preliminary plat to the zoning board, an interested party should obtain letters from the rural water supplier, the electric utility provider, the officials of the affected township, and the US Army Corps of Engineers if applicable. The preliminary plat is presented at a planning and zoning meeting where officials give input to the party proposing the plat. Then, the proposed subdivision is advertised for two full weeks prior to the next planning and zoning meeting. A hearing is held at the second meeting. After the hearing, a motion is made to approve or not to approve the proposed subdivision plat. Requirements are at least a 60-foot right of way for a road and a 40-foot easement for utilities. One acre or larger lots are preferred.

COST: \$100 – 10 lots or less, \$250 – 11 lots or more plus advertising expense.

VARIANCES

A variance is required whenever a person would not be in compliance with the Development Code. Examples would be for tree planting or building a structure closer than 200 feet from the centerline of a township, county, or state road.

COST: Structure - \$100 plus advertising expense, (2 wks); Trees - \$50 plus advertising expense (1 wk).

ZONING AMENDMENT OR CHANGE

A plot of land can be rezoned if the use will be permanent – for instance, converting agricultural land to recreational for a subdivision at the lake.

COST: \$100 plus advertising expense.

The categories listed above are the more common ones. Refer to the Development Code or contact the Barnes County Zoning Administrator for additional information.

All requests must comply with the provisions of the Development Code, include all required documents and be advertised for two full weeks prior to the Planning and Zoning Meeting. An exception is for Variances which only require one week. During this meeting a hearing will be held for public input, (trees do not require a hearing). After the hearing, the Zoning Board will make a recommendation to approve or deny the application. If approved, it will be forwarded to the Barnes County Commission for final consideration. The Commission can approve, deny, or recommend changes to the application.