



**TOWN OF BROCKWAY
COUNTY OF STEARNS
STATE OF MINNESOTA**

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George Fiedler, Chairman
Duane Douvier, Vice Chair, Supervisor
Dan Warzecha, Supervisor

Connie Pesta, Town Clerk
Susie Goodew, Appointed Treasurer
Fred Sandal, Zoning Administrator

Land Use Application Instructions

PURPOSE:

This document outlines the process landowners in Brockway Township use when applying for a particular land use. These instructions ensure that needed information is provided by the Applicant(s) in a timely manner with sufficient time for review and consideration by the Township. The Brockway Township Board of Supervisors makes a recommendation to Stearns County on any land use based on existing Township and County land use policy.

PROCEDURES:

The process starts when an owner/agent makes an inquiry to the Township about land development/use. The Township Zoning Administrator will email or send out a letter to the owner/agent explaining what is needed and be available for questions

1. For all applications:

- a. All development request(s) must be complete on the forms submitted and all required fees paid before being presented for Planning Commission and Board review. Fees are non-refundable. The Zoning Administrator will inform the Applicant if additional information is required.
- b. Additional copies of mapping or other documents may be required to consider the request and to use for completion of the documents that will go to Stearns County, Township and requesting parties.
- c. All materials should be received by the Township **two** weeks prior to a Planning Commission meeting in order to be placed on the agenda.
- d. The Application shall grant right of entry to the property by Township and their staff to conduct any necessary site visits.
- e. An Owner/Agent form will be required and provided, per Applicant request, if another party will represent them in any actions to be taken by the Town Board. This will require all signatures of Owners and Agent and be notarized when signed.
- f. No development request will be accepted which has unresolved land use issues, violations or delinquent property taxes on the property.
- g. When a development requires an Environmental Assessment Worksheet (EAW) process, the Township will notify the applicant. The application request will be on hold until a decision on the EAW has been completed and forwarded to the Township. Stearns County as the local

Responsible Governmental Unit (RGU) will be responsible for the actions to be taken on the EAW.

- h. The Town Board will make the recommendation to Stearns County and the Applicant will be notified in writing.

2. Applicant provides the following for a Development Application:

- a. Certificates of Survey (One large paper copy and one PDF, signed by surveyor)
- b. Proof of Ownership – meaning a deed (**no** tax statement)
- c. Development fee, per current Fee Ordinance. Fees are non-refundable.
- d. Right to Enter Property form
- e. Possibly Owner/Agent form
- f. Copy of septic design when necessary
- g. Copy of well test, as requested
- h. Any background materials to explain the applicant(s) request
- i. Driveway Application (optional), on form provided

3. Applicant provides the following for a Preliminary/Final Plat process:

- a. Preliminary Plat (3 large with signatory line/one 11x17 copy)
- b. Proof of Ownership – meaning a deed (no tax statement)
- c. Agreement to Pay Costs – signed, on form provided
- d. Deposit Escrow Account Fee, per the current Ordinance, as amended from time to time
- e. Right to Enter Property form
- f. Possible Owner/Agent form
- g. Copy of Septic design
- h. Copy of well test
- i. Any background materials to explain the request (wetland delineations, etc.)

4. Applicant provides the following for a Text Amendment Application:

- a. The present text wording in the Ordinance and the new wording that shows the change
- b. The proposed rationale and wording of the changed text
- c. Development fee, per current Fee Ordinance. Fees are non-refundable.
- d. Possibly Owner/Agent form

5. Applicant provides the following for a Reclassification Application:

- a. The present classification of the parcel and the proposed reclassification of the parcel Proof of Ownership – meaning a deed (**no** tax statement)
- b. Development fee, per current Fee Ordinance. Fees are non-refundable.
- c. Right to Enter Property form
- d. Possibly Owner/Agent form



Adopted as revised by the Brockway Township Planning Commission on the 12th day of February, 2019.

Attest:

Connie A. Pesta
Connie Pesta, Clerk

George Fiedler
George Fiedler, Chairman

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Brockway Township Clerk

George Fiedler
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