



CHISAGO COUNTY ENVIRONMENTAL SERVICES

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PLANNING COMMISSION APPLICATION AND PUBLIC HEARING PROCEDURE



1. File Application:

File your Planning application before the first of the month at the Department of Environmental Services and Zoning. Make sure your application is as complete as possible by using the relevant subsection of Section 8 of the Chisago County Zoning Ordinance as a checklist of required submittals for Conditional Use or Interim Use Permits, Rezoning and Amendment Requests. Refer to the Platting Procedural Guide for preliminary plat required submittals. (Ask Staff for assistance if you need additional help.) Pay the required hearing fee at the time of application. Your fee will depend upon the type of application being filed, pursuant to the table below:

Conditional and Interim Use Permits (and amendments thereto)

Home Occupation (IUP).....	\$500
Minor Commercial CUP or IUP.....	\$525
Major Commercial CUP.....	\$1,025

Rezoning or Ordinance Amendment.....\$525

Preliminary Plat.....See Platting Procedural Guide for fees (based upon number of lots, wetlands, etc.)

2. Attend series of required meetings:

At the time of your application, review with Zoning staff the schedule of meetings you will be required to attend as part of your application. After you make application the typical schedule of required meetings is the following:

Meet with the relevant Technical Review Committee for staff and agency review of the application and the submittals, determine if application is complete, or if other data may be required.

Meet with the affected Township Board at their regular monthly meeting to present your application and obtain a recommendation from the Township Board. If the Township has their own Planning Commission you may have to meet with them as well.

Present your application to the County Planning Commission at public hearing, obtain their recommendation to the County Board of Commissioners.

You may attend if you wish, the meeting of the County Board of Commissioners, who will make a final decision and approve or deny your Planning Application at their regular meeting. Your presence is generally not required at this meeting.

New Application Filing Deadline...1st of the month

Technical Review Meeting with Applicant: 2nd Wednesday of the month

Township Meetings:

Amador	3 rd Tuesday of the month
Chisago Lake	3 rd Tuesday of the month
Fish Lake	2 nd Monday of the month
Franconia	1 st and 3 rd Tuesdays of the month
Nessel	2 nd Tuesday of the month
Rushseba	1 st Monday of the month
Shafer	2 nd Thursday of the month
Sunrise:	PC – Tuesday of the week preceding 3 rd Thursday of the month
	Twp. Bd. - 3 rd Thursday of the month

Planning Commission regular meeting: 1st Thursday of the month

County Board of Commissioners Meeting: Third Wednesday of the month

GENERIC MONTHLY PLANNING CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Filing Deadline for all planning applications for next month's meeting ***** Rushseba Twp. 7:30 p.m.	2 Franconia Twp. 7:00 p.m.	3	4 Monthly Planning Commission Public Hearing 7:00 p.m.	5	6
7	8 Fish Lake Twp. 7:00 p.m.	9 Sunrise Twp. PC 8:00 p.m. ***** Nessel Twp. Bd. 7:00 p.m.	10 Staff Review of new applications Meeting: 9:00 a.m.	11 Shafer Twp. 7:30 p.m.	12	13
14	15	16 Chisago Lake Twp. 7:30 p.m. Amador Twp. 7:00 p.m. Franconia Twp. 7:00 p.m.	17 County Board of Commissioners meeting on Planning Applications 3:30 pm.	18 Sunrise Twp. 7:00 p.m.	19	20
21	22	23	24	25	26	27
28	29	30 9:00 a.m. Planning Commission Tour of Agenda Items for Thursday night's meeting	31	1 Monthly Planning Commission Public Hearing 7:00 p.m.	2	3