

# WHAT HAPPENS AFTER I SUBMIT MY APPLICATION AND FEE?

After the Environmental Services Office receives an application, here is what our office will be doing between the time you submit your application and the time it is approved or denied by the County Board:

- ✓ We will review the application to determine if the application is complete. This is required by Mn Statute 15.99
  - If the application is **COMPLETE** the application will move forward to the next available date for public hearing before the Planning Commission. You will receive written notice of the date and time to appear for the public hearing and site investigation committee. *These dates are highlighted on the calendar within the packet.* The site investigation committee dates may be subject to change if a Variance request is received that conflicts with the date (this is a rare occurrence and we will know if this will be an issue by the deadline date of each month.)
    - If the application is **INCOMPLETE**, the packet will be returned to you with a written letter stating what information is missing within 15-business days of your submittal. Most likely we will notify you by telephone, but we are required to put the reasons in writing; by law. To avoid delays, please meet with ESO staff early within the process for guidance.
- ✓ A Public Notice will be placed in the Legal Newspaper of the County and in a newspaper of general circulation within the proposed area. This publication must appear in the newspaper at least 10-days prior to the public hearing date. This is required by Mn Statute 394.26
- ✓ A written notice is sent by first-class mail to landowners within a quarter-mile, or the nearest 10 landowners, (*whichever is greater*) of the affected property. This is required by Mn Statute 394.26. This notice will *minimally* inform landowners about your proposal, tell them of the public hearing date and place, and let them know that anything within the file is available for their review. If they have questions, they may contact the Environmental Services Office. If they have concerns they may put them in writing and submit them as part of the public record, or come to the meeting and voice those concerns to the planning commission or county board.
- ✓ A staff report is prepared by the Environmental Services Office staff and sent to the Planning Commission. The staff will make recommendations to the Planning Commission for their review or raise questions for the Planning Commission to ask the applicant. These are only *recommendations* and they may be altered, removed, modified or adopted by the Planning Commission. A copy of the staff report is to be forwarded to the applicant. If the applicant does not agree with any *recommendation* please feel free to submit alternative options to the Planning Commission in lieu of a proposed condition.
- ✓ A site investigation is scheduled and completed. A staff member from the Environmental Services Office and two Planning Commission members will be scheduled for a site visit approximately 1 week prior to the public hearing. The staff member will take pictures of the area. It is important for you, or a representative familiar with your project, to be available to describe the project to the site members and answer any questions. It is always helpful for the applicant to stake out the location of any proposed buildings, easements, property lines or any other relevant features.
- ✓ The Environmental Services Office will prepare a PowerPoint presentation for the public hearing.
- ✓ The public hearing is held.
- ✓ A “Finding of Facts”, minutes of the public hearing, and any recommendations of the Planning Commission will be compiled from the above proceedings and forwarded to the County Board of Commissioners for their review for consideration of a final decision. .
- ✓ The County Board will convene by public meeting on the matter. The County Board will render a decision to grant or deny the application request.
  - If the County Board **GRANTS** the application, a resolution will be signed and the appropriate documents are recorded at the Mower County Recorder’s Office. Once the documents are returned; a copy will be placed into the file and the originals will be forwarded to the applicant for their records.
    - If the application is **DENIED**; the reasons for denial will be put in writing and provided to the applicant.