

# PUBLIC HEARINGS



Environmental Services

**CROW WING COUNTY**

BRAINERD, MINNESOTA 56401

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, or Board of Commissioners. Examples of projects that require this Public Hearing process include:

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



## Step 1: DRT

- ◇ Attend a Development Review Team (DRT) meeting. These meetings are held the second and fourth Monday of each month starting at 9:00 A.M.
- ◇ Meetings are held in the Land Services Department Conference Room located at 322 Laurel Street, Suite 14, Brainerd, MN 56401

*Information required for a DRT meeting:*

- ◇ A DRT application – located on the County web site under Departments, Land Services, Environmental Services, Applications [www.co.crow-wing.mn.us](http://www.co.crow-wing.mn.us)
- ◇ 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 Land Services Department one week prior to a DRT meeting.

## Step 2: Application & Fee

*Information required for a Public Hearing:*

- ◇ The appropriate public hearing application and fee - located on the County web site under Departments, Land Services, Environmental Services, Applications [www.co.crow-wing.mn.us](http://www.co.crow-wing.mn.us)
- ◇ Site Plan showing dimensions of the property, size of existing and proposed structures and the setbacks to the property lines, road and lake. Variances and plats 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 by the 4<sup>th</sup> Monday of the month prior to the public hearing

## 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 third Thursday of every month starting at 5:00 P.M.
- ◇ Meetings are held in the Historic Court House, 3<sup>rd</sup> floor, 324 Laurel Street, Brainerd, MN 56401



Questions???

Contact Environmental Services @ (218) 824-1125, [environmental.services@crowwing.us](mailto:environmental.services@crowwing.us)