

## THE PLATTING PROCESS - A BRIEF SUMMARY

### **Step 1 - Rezoning**

A Petition to Rezone application must be filled out and fees paid at the County Planning & Zoning Office. A map or sketch of the property to be rezoned and a brief description of the reason for rezoning must also be submitted with the Petition for review by the Wadena County Planning Commission. Be prepared to discuss all aspects of the property and the reasons for rezoning including, but not limited to, future use, septic issues, geography, etc.

A Public Hearing for the next available Planning Commission meeting is then set and the Petition to Rezone is publicized and notices sent to property owners within ½ mile of the property to be rezoned or to the nearest 10 property owners, whichever is more, to inform them of the proceedings and to invite them to share their support or opposition to the proposed rezoning with the Planning Commission the night of the hearing.

The night of the hearing, the Planning Commission will hear the Petition to Rezone and make a recommendation to the County Board of Commissioner to approve or to deny the Petition to Rezone. They will need to determine if the rezoning will be compatible to surrounding land uses and whether or not it is in conflict with the County's Comprehensive Plan.

The County Board hears the petition to Rezone on the first regular Board meeting of the following month and passes a resolution to approve or to deny the rezoning based on the Planning Commission's recommendation.

Upon approval, the official zoning map of the County is altered to reflect the amended.

The process must be completed within sixty (60) days unless a written notice has been sent to the Petitioner stating otherwise and an agreement is made to allow more time. Once this first step is completed and the rezoning has been approved, the property owner can move on to Step 2 - Preliminary Plat.

### **Step 2 - Preliminary Plat**

The subdivider will submit to the Zoning Administrator at least two (2) weeks prior to the next regularly scheduled Planning commission meeting, sixteen (16) copies of his/her Preliminary Plat along with all applicable fees. Said Preliminary Plat must contain all pertinent information as specified in the Subdivision Controls Ordinance #4 along with any other information required by the Zoning Administrator, who will distribute the copies in accordance with the requirements of the Subdivision Controls Ordinance.

The Planning Commission will review the Preliminary Plat and express approval or disapproval or recommend conditions to be added to the Plat. Such approval or denial will be forwarded to the County Board of Commissioners.

The County Board of Commissioners must approval for all engineering proposals presented as listed in the Subdivision Controls Ordinance and may, after notification of the subdivider, hire qualified persons to verify such proposals at the expense of the subdivider. After approval of the County Board of the Preliminary Plat and all subsequent proposals that pertain, the subdivider can move on to Step 3 - Final Plat.

### **Step 3 - Final Plat**

The subdivider will file with the Zoning Administrator, at least two (2) weeks before the next regularly scheduled County Board meeting, seven (7) copies of the Final Plat with all specification/conditions of the Planning Commission or County Board incorporated. These copies will be distributed to the appropriate County Officials for approval and correspondence according to the Subdivision Controls Ordinance #4.

The Final Plat will be reviewed by the County Board for approval and the Zoning Administrator will notify the subdivider immediately thereafter of the Board's action.