

Application # _____	Date Application Rec'd ___/___/___	Fee Collected \$ _____
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(for office use only)

ALEXANDRIA TOWNSHIP
ORDINANCE/ZONING MAP AMENDMENT APPLICATION

Name of Applicant _____ Phone _____

Property Address (E911#) _____

Mailing Address _____ Local Phone _____
(if different than above) *(if different than above)*

City, State, Zip _____

Applicant is:		Title Holder of Property <i>(if other than applicant)</i>
Legal Owner	()	_____
Contract Buyer	()	(Name) _____
Option Holder	()	_____
Agent	()	(Address) _____
Other _____		_____
		(City, State, Zip)

Signature of Legal Owner, authorizing application (required): _____
By signing the owner is certifying that they have read and understood the instructions accompanying this application.)

Signature of Applicant (if different than owner): _____
(By signing the applicant is certifying that they have read and understood the instructions accompanying this application.)

Legal description of property involved in this request, including total acreage:

Property ID # _____ Zoning District _____
(9 digit # on tax statement)

Nature of request (select only one):

<input type="checkbox"/> Zoning Ordinance Amendment	List section(s) to be amended: _____
<input type="checkbox"/> Subdivision Ordinance Amendment	List section(s) to be amended: _____
<input type="checkbox"/> Zoning Map Amendment	Current Zoning _____ Proposed Zoning _____

Note: Applications for ordinance/zoning map amendments must be approved by a 4/5 vote of the Town Board.

Please describe the proposed amendment, stating the exact language change proposed or the current and proposed zoning districts (attach separate page, if needed):

Please outline why you consider the proposed amendment to be consistent with the goals and policies of the Alexandria Township Comprehensive Plan (copies of the Comprehensive Plan are available at the Township Office, the Township website (www.alexandriatownship.org)).

Please state any other relevant information and/or attach any supporting information:

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APPLICATION:

1. Applicant shall complete the Ordinance/Zoning Map Amendment Application provided by the Zoning Administrator and submit to the Township Offices in person at 610 Fillmore Street (behind Trumm Drug next to Trumm Home Medical) or by mail at PO Box 445, Alexandria, MN 56308. See the attached schedule of public hearings for relevant application deadlines. Applications are due by 1:00 pm on the date of the application deadline.
2. Application shall be accompanied by an application fee of **\$400** made payable to Alexandria Township. ***This fee does not cover any Land Use Permits which may be necessary separately if the rezoning/amendment application is approved.***
3. The Planning and Zoning Administrator shall review the application for completeness and assign a reference number to the application, plans, and any other attachments. Applicant shall be notified within fifteen business days if additional information is required to complete the application. An application will not be accepted until it has been deemed complete by the Zoning Administrator.
4. The Planning Commission holds their monthly meeting on the fourth Monday of the month at 6:30 PM at the Township Offices.
5. The Zoning Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at the Township Office and online at www.alexandriatownship.org approximately one week prior to the scheduled meeting date.

REVIEW:

The Town Board may adopt amendments to the Zoning Ordinance and zoning map in relation both to land uses within a particular district or to the location of the district lines. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Comprehensive Plan or changes in conditions in the Township. The following procedures shall be followed in issuing zoning amendments:

1. The Planning Commission, Town Board of Supervisors or property owner may initiate an amendment. Property owners wishing to initiate an amendment which would affect their property shall make application to the Zoning Administrator. No amendments will be made unless the request has already been approved by Douglas County or unless the request would involve an amendment that is more restrictive than Douglas County regulations, is adjacent to property of a similar zoning classification, central sewer is servicing the property or the request is in accordance with the Comprehensive Plan. The application shall be accompanied by a fee in the amount specified in the Alexandria Township Permit and License Fee Schedule to be used for the cost of processing the application.
2. The Zoning Administrator shall set a date for the hearing of the application before the Planning Commission and cause notice of such hearing to be properly published in the legal newspaper ten (10) days prior to the hearing. The Zoning Administrator shall also give written notification

of the hearing to Douglas County, the governing bodies of all cities located within two (2) miles of the affected property, and to property owners of record within one-half (1/2) mile of the affected property.

3. The hearing on the amendment application shall be held by the Planning Commission at the first regular meeting after the requirements of the proper notice are complied with.

ACTION:

1. The Planning Commission shall make its recommendation to the Town Board of Supervisors within sixty (60) days after the date the complete application for amendment was received by the Zoning Administrator, or within a longer period if extended in accordance with the provisions of Minnesota Statutes 15.99. The Planning Commission will consider whether the proposed amendment would be consistent with or more restrictive than Douglas County regulations, the goals and policies of the Township as reflected in the Comprehensive Plan or changes in conditions in the Township.
2. The Town Board shall take action on the amendment application within sixty (60) days of the date the complete application for amendment was received by the Zoning Administrator, or within a longer period if extended in accordance with the provisions of Minnesota Statutes 15.99. Said action taken by the Town Board shall be by four-fifths (4/5) vote of its members. The person making the application shall be notified of the Board's action. A certified copy of any amendment shall be filed with the Douglas County Recorder or Registrar of Titles.
3. A copy of the decision of the Town Board will be mailed to the applicant.
4. No application of a property owner for an amendment to the text of the Ordinance or the zoning map shall be considered by the Planning Commission within the one (1) year period following a denial of such request, except the Zoning Administrator may permit a new application if, in the opinion of the Zoning Administrator, new evidence or a change of circumstances warrant it.

ALEXANDRIA TOWNSHIP CONTACT INFORMATION

Alexandria Township, effective January 1, 2007, will begin administering and enforcing its own Zoning and Subdivision ordinances. Land Use and other Permit Applications can be obtained at the township website (www.alexandriatownship.org) or at the Township office. Completed applications should be dropped off at the Township Offices during office hours (9am-1pm, Mon-Fri) or in the drop box outside of the office between the hours of 8am and 5pm, Mon-Fri).



Applications may be mailed (along with required fee) to:

Alexandria Township
P.O. Box 445
Alexandria, MN 56308
Phone: 320-759-5300
Fax: 320-763-5320
Email: admin@alexandriatownship.org
www.alexandriatownship.org

The Township Zoning Administrator is:

Community Growth Institute
Attn: Ben Oleson
610 Fillmore Street, Suite #4
Alexandria, MN 56308
Phone: 866-900-3064
Fax: 866-924-1928
E-mail: oleson@communitygrowth.net
www.communitygrowth.com/alexandria_township

The Alexandria Township Land Use and Subdivision Ordinance, Comprehensive Plan, permit fee schedule and applications, upcoming P&Z meeting dates, and other planning documents are available on the Alexandria Township website (www.alexandriatownship.org).