

TOWNSHIP OF BROCKWAY

PLANNING COMMISSION

43710 85th Avenue North, Rice, MN 56367

Everett Sobania, Commissioner
Chad Weber, Chairman
Patrick Smoley, Commissioner
Clerk

320-393-3770

Stephen Vouk, Commissioner
Don Surma, Commissioner
Pat Weber, Secretary/Deputy

POLICY

RE: APPLICATION PROCESS AND PROCEDURES

Rationale

The Brockway Township Board of Supervisors and Planning Commission are implementing this policy for Township landowners in order to understand the process for an Application and to receive a fair, complete and impartial consideration of their requests. Brockway Township respects all Applicant(s) and desires to be equitable in its recommendations. The intent of this policy is to ensure that thorough and objective information is provided by the Applicant(s) in a timely manner with sufficient time for review and consideration by the Township. The Brockway Township Board of Supervisors makes the final decisions.

The purpose of this policy is to continue to define the Township’s role and to work cooperatively with the Stearns County Environmental Services Department to give full, accurate and sound comments, when necessary, on behalf of Brockway Township landowners.

Section 1. Policy Components

- a. Procedure below for accepting, reviewing and placing of Application on Township agenda
- b. Check-off list for submission requirements
- c. Planning Commission and Town Board Schedule for Applications

Section 2. Procedures

- a. Applications must be complete on the forms submitted and all required fees paid. Fees are non-refundable. Incomplete applications will be returned to the Applicant within fifteen (15) days identifying what additional information is required. Adherence and care will be given to each application.
- b. Additional copies of an Application that has mapping and/or multiple pages of more than one document may be requested.
- c. All materials must be received by the Township, one month prior to a Planning Commission meeting in order to be placed on the agenda.
- d. The Application shall grant right of entry to the property by Township and their staff to conduct any necessary site visits.
- e. Applications must contain information on how the Applicant can be contacted. If an Agent is identified, the Agent’s contact information must also be provided with a letter from the Applicant on a form provided by the Township. This Agent will act on the Applicant’s behalf and it will be the Agent’s responsibility to inform the Applicant of any

additional materials and changed dates for consideration of their Application with the Township.

- f. No Application will be accepted or reviewed which has unresolved land use issues, violations or delinquent property taxes on the property.
- g. All written records, maps and reports, as well as the recommendations and the final resolution of said Application, will be made a part of the written record of the Township and will not be returned to the Applicant. A copy will be on file for review at the Town Hall during regular office hours.
- h. Applicants will be notified of the date and time when the Township will consider the Application.
- i. When feasible, an "out of sequence" Application can be scheduled for a special meeting. Applicant will be responsible for said special meeting and its fees.
- j. All Conditional Uses, Variances, Developments, Rezoning requests and Plan Amendments will be reviewed and findings will be prepared and a recommendation will be submitted to the Brockway Township Board of Supervisors for their final decision.
- k. All Applications will be evaluated for compatibility with the Brockway Township Comprehensive Plan, and Ordinances, the Stearns County Land Use and Subdivision Ordinances and any other applicable rules and regulations.
- l. Fair and equitable time will be given to each Application request. If there are multiple Applications on the agenda, the Chair may set time limits for each Application's review.
- m. When an Application requires an Environmental Assessment Worksheet (EAW) process, the Township will notify the Applicant. The Application will be on hold until a decision on the EAW has been forwarded to the Township. The local Responsible Governmental Unit (RGU) will be responsible for the actions to be taken on the EAW.
- n. Applicant(s) will be notified in writing of the final decision by the Township.

Attachment:

Check-off List / Schedule

Adopted by the Brockway Township Planning Commission on the 11th day of November, 2009

Attest:

/s/ Pat Weber, Deputy Clerk/Secretary
Brockway Township

/s/ Chad Weber, Chairman
Brockway Township

Adopted by the Brockway Township Board of Supervisors on the 1st day of December, 2009

Attest:

/s/ Debra Determan, Clerk
Brockway Township

/s/ Joe Lyon, Chairman
Brockway Township