

TOWNSHIP OF BROCKWAY

PLANNING COMMISSION

43710 85th Avenue North, Rice, MN 56367

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

320-393-3770

Stephen Vouk, Commissioner
Don Surma, Vice Chairman
Pat Weber, Secretary/Deputy Clerk

Checklist for Applications

It is strongly recommended that Applicant(s) meet with Township staff prior to submittals

General Provisions for All Applications:

1. Application must be submitted one month prior to P.C. meeting _____
2. Application must be on an approved Township or County form _____
3. Application must be accompanied by appropriate fees _____
4. Application must have form approval for Right of Entry on property _____
5. Received schedule of Planning Commission meetings _____
6. Other permits from governmental agencies may be required prior to Application _____

Land Use Applications:

1. Application must be from Owner of land unless Owner/Agent form is completed _____
2. Application Completed and Fee attached _____
3. Driveway permit form completed. _____
4. Other permits from governmental agencies _____
5. Drawings and other materials, as necessary _____
6. 911 Permit _____

Conditional Use Applications:

1. Application must be from Owner of land _____
2. Application Completed and Fee attached _____
3. Copies of attached materials / required for background _____

Variance Applications:

1. Application must be from Owner of land _____
2. Application Completed and Fee attached _____
3. Copies of attached materials / required for background _____

*** Development Applications(Plat Development, Administrative Subdivisions):**

1. **Pre-Application work meeting** prior to submission of Preliminary Plat _____
2. Application Completed and Fee attached _____
4. Necessary mapping of proposed development attached _____
5. Owner/Agent form signed, if used _____
6. Road and Driveway materials submitted with Application _____
7. Wastewater Treatment with subdivisions over 10 units require clustering / Plans _____
8. Escrow Account / Amount _____

***See Township Staff for Developer Agreement, regulations, forms, escrow accounts, and submission work**

Rezoning / Text Amendment / Land Use Applications:

1. Application Completed and Fee attached _____
2. Nature of request and rationale for request / suggested text wording _____
3. Proposed wording or amended change _____