



PROCEDURE for all planning request applications

CITY OF GRANT

Mailing Address: P.O. Box 577
Willernie, Minnesota 55090
Town Hall: 111 Wildwood Road
Phone: (651) 426-3383 Fax: (651) 429-1998
E-mail: cityclrk@visi.com

1. The applicant obtains, reads, and follows the Comprehensive Land Use Plan, Zoning Ordinance and Subdivision Ordinance, and planning request application materials. (The Comprehensive Plan and Subdivision Ordinance are on the City website: <http://www.ci.grant.mn.us>)
 2. The applicant must contact the City Planner to discuss the planning request prior to submitting the application. The City Planner will answer questions and give general direction. This will help avoid problems and delays later in the process. The City Planner can provide up to one hour of consultation without charge. Any time above one hour will be charged to the applicant.
 3. If the planning request is for a major subdivision, the applicant must submit a concept plan to the City and meet with the City Planner and City Engineer to discuss the request. Fees are required for consideration.
 3. The applicant submits 15 copies of the complete application, supportive materials and the required fees and escrow amounts. The City Planner determines if the application is complete. Applications are due not later than 10 working days in advance of the City Planning Commission meeting.
 4. Additional plans may be required to be submitted to Washington County Plat Review Commission, Watershed District/Organization, DNR, Army Corp of Engineers, State Historical Office, County and State Highway Departments and other agencies.
 5. Complete applications are scheduled for the appropriate City meeting.
 - Requests for Comprehensive Plan Amendment, Concept Review, Preliminary Plat, Minor Subdivision, Conditional Use Permit, Rezoning and Plan Amendment go before the Planning Commission for public hearing.
 - Certificate of Compliance and Variance requests go directly before the City Council.
- The applicant or a representative should be present at the meeting(s)/hearing.
6. After the Planning Commission makes a recommendation, the request goes before the City Council for action. The applicant should be present at the City Council meeting.
 7. All checks should be made out to the City of Grant. If the application requires a fee and an escrow amount, then separate checks should be provided.