

## 3.2 Checklist

### District Plan Adoption or Amendment

District Plans are optional for the MU-I district. See Section 50-37.4 of the UDC for more information.

#### Starting the Application Process

- Call 218-730-5580 to schedule a pre-application meeting, and make sure to get a Pre-App Verification at this meeting; you will need to submit this with your application. The pre-application meeting is intended to discuss the application process and general timeline. A comprehensive review of the proposed project is not possible at this meeting; detailed review of the project will occur once a complete application, with sufficient supporting information and exhibits, is submitted.

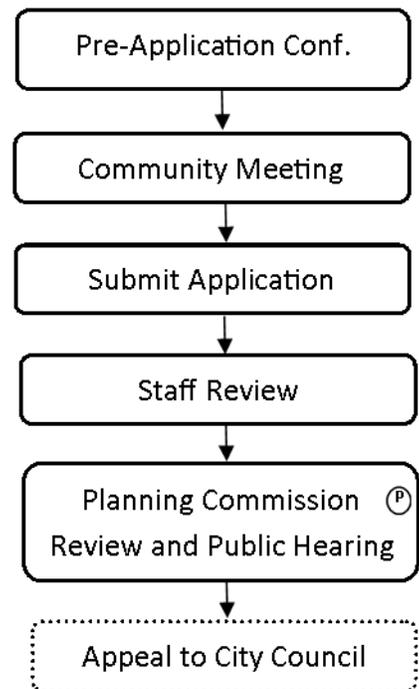
#### Community Meeting

- If you are submitting a District Plan, you need to hold at least one community meeting before submitting the plan for review and approval by the City.
  - Mail notice to all property owners within 350 feet outside the planning area boundaries (City will provide names and addresses upon request).

#### Your Application

- Submit your application materials to the One Stop Shop, Room 100 City Hall, by the Planning Commission application deadline. Your application must include the following:
  - Application Cover Sheet and Applicable Fee
  - Pre-App Verification
  - Legal description(s) of properties included in the plan
  - A district plan that includes the following:
    - A statement as to whether the institution intends to acquire any additional properties in the surrounding the area and, if so, the general direction of that proposed expansion
    - A plan and description of the maximum amount of development of land and buildings over the next ten years
    - A transportation and parking management element
    - An open space, trail, and pedestrian/bicycle circulation element
    - A massing plan
    - A description of any requested variation from the development standards in Article 4
    - Documentation of the community meeting, including date and time, number of attendees, any issues raised regarding the district plan, and any responses to those concerns incorporated in the district plan

### District Plan Adoption or Amendment



<sup>Ⓟ</sup> Indicates Public Hearing Required

#### Important Dates

**Application Deadline:**

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**Sign Notice Placed:**

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**Planning Commission:**

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**Effective\*:**

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*\*Please note that these dates are approximate guidelines and may change*

## After Submitting Your Application

**1. Determination of Completeness.** Within 15 business days of your application, you should expect to:

- Receive an “Applicant Letter,” which acknowledges a complete application, shares the date of the Planning Commission meeting and the assigned staff person, and notifies you of State-mandated deadlines for the City to make a decision, **OR**
- Receive notification that your application is incomplete, with details on further information to submit.

**2. Public Notice.**

- You are required to post a sign notice** on the property at least two weeks before the date of the public hearing. See UDC Section 50-37.1.H for information on size, placement, and content of each sign; you may want to contact a sign company or printing company to have the sign made. You must provide evidence that the signs were in place; ***submit photo(s) of the signs to the Planning Division at least two weeks before the date of the public hearing.***

**3. Staff Review.** Planning staff will evaluate your application and prepare a staff report. When considering a recommendation for a district plan adoption or amendment, Planning Staff generally review the Comprehensive Plan (including the Future Land Use Map, Governing Principles, and Policies), consistency with the purpose of the zone district, whether the proposal will create material adverse impacts on nearby properties (and if impacts are created, they are mitigated to the extent reasonably possible), any additional criteria in the UDC, and other related factors.

- You will receive an email with the Planning Commission agenda and a link to this staff report about 5 days prior to the meeting.

**4. Planning Commission Hearing and Decision.** Planning Commission meetings are scheduled at 5:00 pm on the second Tuesday of each month. **We ask that applicants or an agent attend this meeting.**

The Planning Commission will review the application, conduct a public hearing, and make a decision to adopt, adopt with modifications, or deny the application.

You will receive an Action Letter documenting the decision.