

# ENVIRONMENTAL SERVICES

88 South Park Avenue, Le Center MN 56057

Website: [www.lesueurcounty.gov](http://www.lesueurcounty.gov)

Phone: 507-357-8538 Email: [EnvServices@lesueurcounty.gov](mailto:EnvServices@lesueurcounty.gov)



Le Sueur County  
**ENVIRONMENTAL  
SERVICES**

## Application – Re-Zoning

### I. Applicant:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### II. Landowner:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

### III. Location Information:

PID #: \_\_\_\_\_ Parcel Acreage: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Attach Full Legal Description (NOT abbreviated description from tax statement)**

Township: \_\_\_\_\_ Section: \_\_\_\_\_ Quarter-Quarter: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

### IV. Township Notification:

\_\_\_\_\_ Township notified on: \_\_\_\_\_  
(Township Name) (Date)

Twp. Supervisor \_\_\_\_\_ regarding the proposed rezone.  
(Name)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## V. Municipality Review:

City notified on: \_\_\_\_\_

(Name of City) (Date)

Staff Member \_\_\_\_\_ regarding the proposed rezone.

(Name)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## VI. Quantities and Submittal Formats:

- a. One (1) reproducible 8.5" x 11" copy of the request and all other supporting documents.
- b. An electronic version of any supporting documents is preferred, *if available*.
- c. Additional copies may be requested as deemed necessary by the Department.

## VII. Fees:

Re-Zoning Application:	\$ 950
Filing Fee:	\$ 46
Special Meeting:	\$ 2,000

## VIII. Site Plan:

- Existing uses and structures of adjacent properties within 500 feet in the incorporated area and within 1/2 mile in the unincorporated area.
- Zoning of adjacent properties
- Location
- Lot Dimensions
- North Point
- Setbacks
- Property Lines
- Road Right-of-Way
- Concept Plan showing potential development that would result from the proposed rezone.
- Existing Structures
- Existing Septic System(s)
- Existing Well(s)
- Existing Access (size & location)
- Proposed Access (size & location)
- Existing Easements
- Water Feature(s) & Wetland(s) (if any)

## IX. Re-Zone Request:

\_\_\_\_\_ acres from the \_\_\_\_\_ District to the \_\_\_\_\_ District

\_\_\_\_\_ acres from the \_\_\_\_\_ District to the \_\_\_\_\_ District

\_\_\_\_\_ acres from the \_\_\_\_\_ District to the \_\_\_\_\_ District

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## **X. Description of Request:**

- a. A detailed written description of the area to be rezoned must be attached.
- b. Include the following information with regard to the proposed rezone request:

1. Current zoning district classification:

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2. Current overlay district classification:

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3. Existing use of the subject parcel(s):

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4. Proposed use of the subject parcel(s):

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5. Soil type throughout the subject parcel(s):

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6. Explain how the soil type supports the proposed future use:

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7. Description of the surrounding natural features (lakes, streams, bluffs, wetlands, etc.):

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8. Describe the potential impact to the above listed natural features:

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9. Describe the overall characteristic and development pattern within the immediate vicinity of the subject parcel(s):

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10. Describe how the proposed rezone supports the overall characteristic and development pattern within the immediate vicinity of the subject parcel(s):

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11. Describe the necessary infrastructure for utilities, access roads, drainage, etc. Needed to support future development:

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12. Describe any potential pollution hazards that could result from the future development allowed within the requested zoning district:

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13. Describe how the proposed rezone would impact the protection of the public's health, safety, and general welfare:

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14. Describe how the proposed rezone supports the listed goals in the county's land use plan:

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15. List any additional licensing and/or permitting required to initiate development on the subject parcel(s):

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## **XI. Attachments:**

- Description of Request – See Part X for details
- Site Plan for Existing Conditions – See Part VIII for details
- Concept Plan – See Part VIII
- Full Legal Description – Not abbreviated description from tax statement
- Access Approval – Attached approval from the applicable road authority
- Township Notification – See Part IV
- Municipality Notification (if applicable) – See Part V
- Septic Compliance (if applicable) – Check with Environmental Services to determine if this is needed.

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## XII. Procedure:

- a. A pre-application meeting is highly recommended. Please note, applications submitted without having a pre-application meeting may need to be delayed if the submitted application cannot be deemed complete prior to the required application deadline. **Please note that scheduling an Appointment for this meeting is required.**
- b. An application must be submitted either in person or electronically by the applicant and/or landowner no later than 2 P.M. on the date of application deadline.
- c. All required information must be submitted at the time of application, or the application may not be deemed complete.
- d. Incomplete applications shall be placed on Hold until such time all required information is submitted.
- e. **All fees shall be paid at the time of application.**
- f. The Planning & Zoning Commission shall hold a public hearing on the proposed Rezone at a scheduled Planning and Zoning Commission meeting.
- g. The Planning and Zoning Commission is an advisory board to the County Board of Commissioners and will make a recommendation to the County Board.
- h. The Department shall report the findings and the recommendations of the Planning Commission to the County Board for final decision.
- i. Action by the County Board shall be a majority vote of its members.
- j. The Department shall notify the applicant and/or landowner in writing of the County Board decision.
- k. A certified copy of the County Board decision shall be filed with the Le Sueur County Recorder by the Department.

## XIII. Acknowledgement:

**I understand that Le Sueur County will never request payment from applicants via wire transfer, gift cards, cryptocurrency, or any other unconventional or insecure method. Any such request should be considered fraudulent and treated as a scam.**

**If I receive a suspicious communication claiming to be from Le Sueur County and asking for payment, I will not respond or send any money. Instead, I will immediately report the incident to Le Sueur Environmental Services Department and to the appropriate authorities, such as the Federal Trade Commission (FTC) or local law enforcement.**

**By signing below, I acknowledge this policy and agree to remain vigilant against potential scams.**

## XIV. Signatures:

*I hereby certify that I am either the owner of the subject property or have been authorized on behalf of the landowner to apply for this permit. I have read this application and swear the submitted information is true and correct. All provisions of the laws and ordinances governing this work will be complied with whether specified herein or not. I fully understand that the granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local laws regulating construction or the performance of construction. I understand the information I provided for this application will be utilized to determine suitability under the ordinances of Le Sueur County and any omissions or erroneous information provided may result in the permit not being issued. I also understand that by applying for this permit, I grant Le Sueur County Environmental Services Department staff authority to access the above property for inspections throughout the application and permitting process.*

\_\_\_\_\_  
Applicant signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner signature

\_\_\_\_\_  
Date