

ENVIRONMENTAL SERVICES

88 South Park Avenue, Le Center MN 56057

Website: www.lesueurcounty.gov

Phone: 507-357-8538 Email: EnvServices@lesueurcounty.gov



Application – Ordinance Amendment

I. Applicant:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone #: _____ Email: _____

II. Section(s) of Ordinance to be Reviewed:

Amendment: Addition:

Name of Ordinance: _____

Section: _____ Subdivision: _____

Item #: _____

Proposed Action: _____

III. Purpose of Request:

- To create an entirely new Ordinance or set of rules to address a new issue or one not currently addressed in a Le Sueur County Ordinance.
If this box is checked – Attach the new Ordinance written as you want it submitted to the Planning Commission. Prepare a written statement supporting your request.

- To better address, specific details of the existing Ordinance Section cited above.
If this box is checked – Attach the Sections of Ordinance you would like modified, labeled to be consistent with the existing Ordinance, and written as you wish to have it submitted to the Planning Commission. Prepare a written statement supporting your request.

Example: Section 24, Subd. 2, Item A. – Remove Item A. entirely.

Example: Section 8, Subdivision 7, Item B.1 – Change listed setback from 50 feet to 30 feet.

- To change an existing Ordinance to reflect changes in the Goals and Policies of the County as reflected in the Land Use Plan or changes in conditions within the County.

If this box is checked – Attach Sections of the Ordinance you would like modified, labeled to be consistent with the existing Ordinance, and written as you wish to have it submitted to the Planning Commission; and,

Prepare a written narrative explaining the changes in the Goals and Policies of the County Land Use Plan that are not reflected in Ordinance or changes in conditions in the County that you believe warrants a change in the existing Ordinance. Please provide credible information to support the requested changes.

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IV. Land Use Plan:

Please list the Goals and/or Policies from the Le Sueur County Land Use Plan that support the requested amendment:

Please explain how the requested amendment is supported by the above listed Goals and/or Policies:

V. Township Notification: Township must be notified of proposed amendment(s) prior to application.

_____ Township notified on: _____
(Township Name) (Date)
Twp. Supervisor _____ regarding the proposed amendment(s).
(Name)

VI. Outside Agency Review: Required if the proposed amendment impacts their provided services.

_____ Notified on: _____
(Name of Department) (Date)
Staff Member _____ regarding the proposed amendment(s).
(Name)
Comments: _____

VII. Quantities and Submittal Formats:

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

VIII. Fees: Must be paid at the time of application.

- Ordinance Amendment \$ 2,000
- Filing Fee \$ 46
- Special Meeting \$ 2,000 (Additional Fee)

IX. Required Information *The following information is required to accompany an application for Ordinance amendment(s):*

- Stated reason for the amendment request – See Part II
- Statement of Compatibility to the Le Sueur County Land Use Plan – See Part IV
- Text of the portion of the existing Ordinance to be amended – See Part II

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- Proposed amended text and statements outlining any other effects that the amendment may have on other areas of this Ordinance – See Part III
- Any additional information as requested by the Department and/or the Planning Commission
- Township Notification – See Part V
- Outside Agency Review (if applicable) – See Part VI
- Application Fee – See Part VIII

X. 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 Le Sueur County Planning Commission shall hold a public hearing on the proposed Amendment at a scheduled Planning Commission meeting.
- g. The Planning 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.

XI. 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.

XII. Signatures:

I hereby certify with my signature that all data contained herein as well as all supporting data are true and correct to the best of my knowledge.

Applicant Signature

Date