



## Text Amendment Application

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### 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.*

**IV. Land Use Plan:**

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

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

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

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

Board Member \_\_\_\_\_ 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:**

- a. One (1) reproducible 8 1/2" x 11" copy of the application and all other supporting documents.
- b. If any documentation is in color, an aerial photo, photographs, or larger than 8 1/2" x 11", must be submitted.
- c. Electronic version of any supporting documents is preferred, *if available*.
- d. Additional information may be requested as deemed necessary by the Department.
- e. The applicant and/or landowner must make application no later than 12 P.M. on the date of application deadline.
- f. **Appointment is necessary.**

**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*
- **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:**

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

The Planning Commission is an advisory board to the County Board of Commissioners and will make a recommendation to the County Board.

The Department shall report the *findings* and the recommendations of the Planning Commission to the County Board for final decision.

Action by the County Board shall be a majority vote of its members.

The Department shall notify the applicant and/or landowner in writing of the County Board decision.

A certified copy of the County Board decision shall be filed with the Le Sueur County Recorder by the Department.

**XI. 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

<b>*** OFFICE USE ONLY ***</b>		
DATE RECEIVED: _____	ORDINANCE: _____	NEW ORDINANCE: Y N
15 DAY DEADLINE: _____	SECTION: _____	AMENDMENT: Y N
60 DAY DEADLINE: _____	ITEM #: _____	ADDITION: Y N
<input type="checkbox"/> Township Comments	<input type="checkbox"/> Reason Statement	<input type="checkbox"/> Additional Information Requested by Staff (List Below)
<input type="checkbox"/> Outside Agency Comments	<input type="checkbox"/> Land Use Plan Goals & Policies	_____
<input type="checkbox"/> Proposed Language	<input type="checkbox"/> Land Use Plan Compatibility	<input type="checkbox"/> Standard Fee <input type="checkbox"/> Special Meeting <input type="checkbox"/> Filing Fee
<input type="checkbox"/> COMPLETE	<input type="checkbox"/> INCOMPLETE	<input type="checkbox"/> HOLD
		<b>Total Fee    \$</b>
<b>Planning &amp; Zoning Dept. Signature</b>	<b>Date</b>	<b>Permit #</b>