



City of Detroit Lakes

1025 Roosevelt Ave., P.O. Box 647 Detroit Lakes MN 56502

Procedure for requesting a rezoning, conditional use permit, variance or subdivisions

- 1. Complete the attached application form**
- 2. Provide a drawing to scale of the property showing the following:**
 - **Lot Size**
 - **Location of existing buildings on lot**
 - **The proposed addition or new construction**
- 3. Pay the required fee of \$200.00 by check, payable to the City of Detroit Lakes.**

NOTE: THE FEE FOR A SUBDIVISION IS \$15.00 PER LOT WITH A \$200.00 MINIMUM FEE

Applications must be received at least 21 days prior to the Planning Commission meeting, which is held on the 4th Thursday of each month.

The Planning Commission will hold a public hearing and make its recommendations to the City Council, which meets on the second Tuesday of each month. The applicant will need to attend both the Planning Commission and the City Council meeting to answer any questions these Boards may have regarding the project.

NOTE: ONCE REZONING, CONDITIONAL USE PERMITS, OR VARIANCES ARE GRANTED, THE APPLICANT IS STILL REQUIRED TO OBTAIN A BUILDING PERMIT PRIOR TO THE START OF ANY CONSTRUCTION.

The City of Detroit Lakes is an equal opportunity service provider