



## COMMUNITY DEVELOPMENT DEPARTMENT

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# REZONING

## ***Procedure for Rezoning Land***

When a proposed use is not permitted by ordinance at a certain location, the only way it can be allowed is through rezoning. The applicant should begin the process by contacting the City Planner for the proper application form and necessary submittals. The City of Cloquet has an adopted Comprehensive Plan showing the ultimate use of the property. Consequently, requests for rezoning should be discussed in terms of their effect on the purpose and intent of the Comprehensive Plan for the area, as well as their effect on the general health, safety, and welfare of the community.

The application, rezoning fee and other necessary information should be received by staff prior to the deadline set by the City Planner, approximately 21 days prior to the Planning Commission meeting to ensure proper public notice and staff review. Failure to submit a complete application can delay the process for up to a month.

Once the required information is provided to the City, the City Planner will refer the rezoning application to the applicable regularly scheduled Planning Commission meeting. After a public hearing, the Commission will make a recommendation. The recommendation will be forwarded to the City Council for action at its next available meeting.

## ***Rezoning Checklist***

Rezoning application.

Rezoning Fee (\$400).

A list of all property owners within 350 feet of subject property.

A legal description of the subject property.

Additional documents needed to explain request.