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CITY OF BACKUS
LAND USE ORDINANCE AMENDMENT APPLICATION

APPLICATION:

- A. Applicant shall complete Land Use Ordinance Amendment Application and submit to City Planner.
- B. All applications must be submitted **30 days** prior to the City Council meeting in which applicant wishes to be heard. The City Council holds their monthly meeting on the first Monday of the month at 6:30 PM at City Hall.
- C. Application shall be accompanied by application fee made payable to “City of Backus.”

REVIEW:

- A. The Community Development Administrator shall review the application for completeness and assign a reference number to application. Applicant will be notified where additional information is needed.
- B. After receipt of a completed Land Use Ordinance Amendment Application and supporting documents, the Community Development Administrator shall schedule a public hearing date on the City Council's agenda for the earliest possible opening. Applicant will be notified by mail of the date and time of the public hearing.
- C. Community Development Administrator will prepare a Staff Report on the application. The Staff Report will be available for public review at City Hall and online typically one week prior to the scheduled meeting date.
- D. The City Fee Schedule is based on average processing and review costs for all applications. When costs exceed the original application fees, the applicant shall reimburse the City for any additional costs. Such expenses may include, but are not limited to, payroll, mailing costs, consultant fees and other professional services the City may need to obtain in reviewing permits. The City may withhold final action on any application and/or hold the release of such permits until all fees are paid.

ACTION:

- A. The City Council, acting as Planning Commission shall hold a public hearing on the application.
- B. At the conclusion of the public hearing, and after consideration of the testimony presented, the City Council shall make a decision to approve, deny or table the application.

APP # _____
Date _____
Fee _____
(for office use only)

CITY OF BACKUS
LAND USE ORDINANCE AMENDMENT APPLICATION

Name of Applicant _____ Phone _____

Mailing Address _____ E-mail _____

City, State, Zip _____

Existing Ordinance Section proposed to amend: _____

Proposed Ordinance Section language changes (please clearly identify proposed language from existing language by underlining new language and using ~~strikethrough~~ to denote any existing language proposed for deletion):

Attach additional page(s) if more space is needed.

Narrative describing rationale for proposed change:

Signature of Applicant, authorizing application (required): _____

By signing the owner is certifying that they have read and understood the instructions accompanying this application.

CHECKLIST

_____ Completed application, signed by applicant

_____ Fee

_____ Supplemental pages (if necessary)

CONTACT INFORMATION

Mitch Hinnenkamp
Community Development Administrator
Sourcewell
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Nicole Morcomb, City Clerk-Treasurer
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