

City of Washburn Planning and Zoning APPLICATION

Procedures and submission requirements can be found in the City of Washburn Ordinance #117A. Application and fees must be submitted as soon as possible in order to allow sufficient time frame for publication of required public hearing notices. Supporting documents are requested as soon as possible but no later than 15 business days prior to scheduled public hearing. The Planning and Zoning Commission meets on the 1st and 3rd Monday of each month as needed and/or requested. Public hearings are generally scheduled to coincide with regular Planning and Zoning Commission meeting dates and time.

Applicant Name: _____ **Phone:** _____

Applicant Address _____

City, State, Zip _____

Owner Name: *if the applicant is not the same as the owner, the owner should sign the application or submit a letter authorizing the applicant to proceed on behalf of the owner.* _____

Owner Address _____

City, State, Zip _____

Legal Description of Property (attach add'l sheet if necessary)	
Briefly describe the reason for request	
Application Signature:	Date:

Please check all fees that apply and submit payment with application. Application may be utilized for more than one request or applicant may copy and attach a separate application for each item as needed

_____ Zoning/Rezoning \$250	_____ Plat Submission \$500(Preliminary and Final)
_____ Variance Request \$150	_____ Conditional Use Permit \$150
_____ Lot Split/Merger \$200	_____ Replat \$250

CITY OF WASHBURN USE ONLY: Application and fees of _____ rec'd on date: _____

Present Zoning Classification: _____ Existing Land Use: _____ 2025 Plan Use: _____

P & Z Date: **Prelim Hearing** _____ Approval: YES or NO **FINAL Hearing** _____ Approval: YES or NO
Publication Dates:

City Council: **Prelim Hearing** _____ Approval: YES or NO **FINAL Hearing** _____ Approval: YES or NO
Publication Dates:

Board of Adjustments Date: _____ Approval: YES or NO
Publication Dates:

Date Supporting documents rec'd: _____
Date Zoning Admin/City Auditor reviewed/mailed to Commissioners: _____