



## **Olmsted County Planning Department**

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### General Development Plan Application Process:

A General Development Plan is required:

1. A zone district amendment from an agricultural zoning district (A-1, A-2, A-3 or A-4) to a residential zoning district (R-1, R-2, R-A) involving the platting of land into more than three (3) parcels from one (1) existing parcel.
2. A general development plan shall not be required for any portion of an area for which a general development plan has previously been approved by the Board.
3. A general development plan may be waived by the Zoning Administrator based on the factors of Article 4, Section 4.00 Subsection 3 (a-f).

A General Development Plan must include:

1. All current parcels proposed for subdivision and development under the rezoning.
2. All other parcels abutting the property proposed for rezoning or within one half mile of the boundaries of the property proposed for rezoning located within the urban service area, urban reserve area, or the suburban development area as delineated on the land use plan.
3. All adjacent lands under the same ownership as the owner or applicant proposing the rezoning.
4. All parcels needed to provide access to public roads.

The following physical and planning factors should be addressed in a General Development Plan.

1. Existing and proposed land uses, densities, and general lot sizes and location.
2. Transportation and other infrastructure systems internal to the planning area, including the street pattern and connections to the external street network and shared water supply and sewage treatment systems.
3. The surface water drainage system.
4. The open space system that may include natural resource lands (unique habitat, sensitive lands (shorelands, wetlands, floodplain, steep slopes, sinkhole concentrations and other features dependent on the site); and
5. The schedule for development of infrastructure.

### Procedure for a General Development Plan

- Consult planner about the general development plan. A pre-application meeting is encouraged.
- See deadline calendar on Olmsted County website or what is provided by planner

- Submit application packet as follows-
  - a. Land Development Application
  - b. Application fee
  - c. Letter of Township Board Action
    - i. Carbon copy form provided to you by the planner during pre-application meeting
    - ii. Applicant fills out top of form, contact township clerk prior to attending township meeting, and attend township meeting to get it signed
    - iii. Township Board will fill in comments and sign
  - d. The completed form is submitted with the Land Development Application
  - e. Legal Description of the area
  - f. Exhibit for land use plan amendment
    - i. 1 copy of 11x17 or 8½x11
  - g. Electronic copy of exhibits
  - h. Completed Environmental Checklist
- Application materials are sent out for comments by referral agencies.
- Planner reviews application and writes staff report
- Environmental Commission Meeting
  - a. Environmental Commission makes recommendation to Olmsted County Planning Advisory Commission (OCPAC)
  - b. Typical meeting dates are the 3rd Wednesday of the month (encouraged to attend)
- Public Hearing notices sent
- Staff report posted to website (about a week before the meeting)
- Public Hearing with Olmsted County Planning Advisory Commission (OPAC)
  - a. Staff presents staff report and findings
  - b. Public Hearing is opened by commission
    - i. Applicant and/or consultant should speak during this time
    - ii. Chair will ask for comments from the public prior to closing public hearing
  - c. Planning Commission will make recommendation on request
- Public Hearing with Olmsted County Board of Commissioners
  - a. Staff presents staff report and findings
  - b. Public Hearing is opened by Board
    - i. Applicant and/or consultant should speak during this time
    - ii. Chair will ask for comments from the public prior to closing public hearing
  - c. County Board will make decision on application
- Staff will receive copy of signed resolution; staff will record resolution.

Applications that typically run concurrently with general development plan:

1. Zoning District Change
2. General Development Plan
3. Preliminary Plat



Application Number: \_\_\_\_\_

Related Records: \_\_\_\_\_

**Olmsted County Planning Department**

2122 Campus Dr SE, Suite 100

Rochester, MN 55904

P: 507-328-7100 F: 507-328-7958

planningweb@co.olmsted.mn.us

**LAND DEVELOPMENT APPLICATION**

**Type of Application**

Township:	Eyota	Marion	Oronoco	Quincy
Is this an amendment to an existing application?	Yes	No		
Appeal		Land Use Plan Amendment _____ to _____		
Conditional Use Permit		*+Metes & Bounds:		
Temporary Construction		Final		
Home Occupation (CUP)		Preliminary (different application for final approval)		
Erosion Control/Grading				
Final Plat - # lots _____		*^Preliminary Plat - # lots _____		
General Development Plan _____		+Variance		
	(name)	Rezoning _____ to _____		

*\* Relates to GIS Impact & E911 Addressing Fees*

*+ Relates to Environmental Review Fees*

*^ Relates to Subdivision Review Fees*

**Site Location**

Legal Description Attached

Site Address: \_\_\_\_\_ # of Acres: \_\_\_\_\_

PIN(s): \_\_\_\_\_ Township/Section: \_\_\_\_\_

**Proposal (Full documentation must accompany application)**

Describe project in detail: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Applicant**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Property Owner**

Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Typed/Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application Number: \_\_\_\_\_

Related Records: \_\_\_\_\_

**Consultant**

Full Name:

Phone:

Email:

Mailing Address:

Typed/Printed Name:

Signature:

Date:

**Additional Property Owners/Applicants/Addresses**

Full Name:

Phone:

Email:

Mailing Address:

Typed/Printed Name:

Signature:

Date:

**ENVIRONMENTAL REVIEW – Required prior to submitting a Conditional Use Permit, Plats, Metes & Bounds, & Variance Applications**

Written acknowledgement by Olmsted County Planning Department Well & Septic Code Enforcement Inspector of their preliminary review.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:

Date:

**PROPERTY RECORDS REVIEW– Required prior to submitting a FINAL Metes & Bounds application**

Written acknowledgement by Olmsted County Property Records of their preliminary review of the proposed metes & bounds subdivision.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature:

Date:

**PLANNING DEPARTMENT SUBMITTAL – For office use only**

Note: Applications only accepted with ALL required support documents.

Deadline for agency action:           60 days - \_\_\_\_\_           120 days - \_\_\_\_\_

Received & reviewed by: \_\_\_\_\_ Date \_\_\_\_\_

Development Application Fee: \_\_\_\_\_

Environmental Review Fee (CUP, M&B Variance): \_\_\_\_\_

GIS Impact Fee (M&B, Plats): \_\_\_\_\_

E911 Addressing Fee (Final Plats, M&B): \_\_\_\_\_

Subdivision Review Fee: \_\_\_\_\_

**Total fees due:** \_\_\_\_\_

**COUNTY OF OLMSTED, MINNESOTA**

**LETTER OF TOWNBOARD ACTION**

DATE: \_\_\_\_\_

TO: County of Olmsted  
Rochester – Olmsted Planning Department  
2122 Campus Dr. SE, Suite 100  
Rochester, Minnesota 55904

RE: Report of Action by the Townboard of \_\_\_\_\_ Township on the  
Application by \_\_\_\_\_ (Applicant),  
Located in the \_\_\_\_\_ Quarter of Section \_\_\_\_\_.

TYPE OF APPLICATION: \_\_\_\_\_

The Townboard of \_\_\_\_\_ Township met on \_\_\_\_\_ (date) and  
considered the application of \_\_\_\_\_ (applicant)  
on the above referred property.

The Townboard has reviewed this application and makes the following comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Clerk of \_\_\_\_\_ Township (Signature Required)

Townboard Members (Signature Required)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DISTRIBUTION:**

Planning Department: (white copy)  
Townboard (canary copy)  
Applicant (pink copy)