

ARTICLE FIVE. ADMINISTRATION AND PROCEDURES.

This Section is intended to comply with all applicable provisions of MSA Chapter 462, as amended, and shall be interpreted to comply with those provisions wherever possible.

50-35 SUMMARY TABLE.

Table 50-35-1: Procedures Summary Table								
Type of Application			Review, Decision, & Appeal Authority					
	Public Notice Required	Pre-Application Required	Staff	Land Use Supervisor	Heritage Preservation Commission	Planning Commission	Council	Final Action
R = Review A = Appeal N = Newspaper Notice S = Sign Notice RES = Resolution ORD = Ordinance AL= Action Letter COA = Certificate of Appropriateness		D = Decision <> = Hearing M = Mail Notice						
Comprehensive Land Use Plan								
Text Amendment	N			R		<R>	D	RES
Map Amendment	N, M			R		<R>	D	RES
UDC Text or Zoning Map Amendment								
Text Amendment	N			R		<R>	D	ORD
Map Amendment	N, S, M*	✓		R		<R>	D	ORD
District Plan Adoption/Amendment	S	✓		R		<D>	<A>	
Subdivision Plat Approval								
Concept Plan		✓		R				**
Preliminary Plat	N, S, M	✓		R		<D>		AL
Final Plat				R		<D>		AL***
Minor Subdivision/Registered Land Survey				R		<D>		AL***
Vacation of Street	S, M	✓		R		<R>	D	RES
Concurrent Use of Streets Permit	S	✓		R		<R>	D	ORD
Historic Resource Designation	M				<R>	R	D	ORD
Variance	S, M	✓	R			<D>	<A>	AL
Special Use Permit	S, M	✓		R		<D>	<A>	AL
Interim Use Permit	S, M	✓		R		<R><D>	D<A>	RES AL
Planning Review								
General Planning Review				D		<A>		AL
Planning Commission Review When required in MU-C, MU-W, MU-I Zoning Districts and HE-O Overlay District	S, M	✓		R		<D>	<A>	AL
Temporary and Sidewalk Use Permit				D		<A>		AL
Zoning Permit****			D			<A>		AL
Historic Construction/Demolition	S				<D>		<A>	COA
Wetland/WCA Permits			D			<A>		AL

*Mailed notice is required to affected property owners within 350 ft. when the amendment involves changes in district boundaries affecting an area of 5 acres or less.

** Planning staff will provide applicant with a preapplication verification.

*** Applicant must provide documentation that the plat or RLS has been recorded with the county.

**** This category includes shoreland permit, erosion and sediment control permit, sign permit, fence permit and airport environs permits. Appeals of airport environs permits related to Duluth International Airport are heard by the airport board of adjustment.