



# DRT-Development Review Team

Welcome to DRT, Crow Wing County’s Development Review process. The goal of our Development Review Team is to assist our customers through the land use process by providing clear, consistent and accurate information.

Several land use activities require a more in-depth application and review process, often requiring a public hearing where the applicant needs to present their proposed project to a Planning Commission, Board of Adjustment, or Board of Commissioners. Examples of projects that require this Public Hearing process include:

- ◆ Amendments to the Official Land Use Map (rezoning)
- ◆ Conditional Use Permits
- ◆ Variances
- ◆ Ordinance Amendments

**About the Meeting**—The Land Services staff will facilitate the meeting to assist the applicant in providing a complete application for a Public Hearing. Depending on the nature of the request, the applicant can expect discussions about building history on the subject parcel, stormwater management, shoreline buffers, septic system requirements and general ordinance requirements. No decision will be made on an applicant’s request at the meeting. The meeting is for the purpose of gathering information and providing constructive feedback.



**Step 1: DRT**—Apply and attend a Development Review Team (DRT) meeting. These meetings are held the second and fourth Monday of each month starting at 9:00 am in the Land Services Department Conference Room located at 322 Laurel Street, Suite 15, Brainerd MN 56401.

**Purpose:** The DRT process brings together the applicant, township representatives, other Government agencies and Land Services staff to insure that proposed land use issues are considered before a completed application is submitted. All applicants desiring consideration on variances, rezoning, conditional use permits, subdivisions of land and permits that require a public hearing and action by the Planning Commission or Board of Adjustment are required to attend the DRT meeting prior to submitting an application pursuant to Article 3.2 of the CWC Land Use Ordinance.

**Requirements:** A complete application and a preliminary site plan showing the dimensions of the property, size of existing and proposed structures, and setbacks to the property lines, roads and lake must be submitted to the Land Services Department by the deadline to schedule the meeting. You may apply online at <https://enviropermits.crowwing.us/> or at our Customer Service Counter

**Questions???** Contact the Land Services Department at (218)824-1010 or [landservices@crowwing.us](mailto:landservices@crowwing.us)



# PUBLIC HEARINGS

After you have attended a DRT Meeting and have all submission requirements completed you can apply for a Public Hearing. Applications can be found online at <https://enviopermits.crowwing.us/> or you can apply at our Customer Service Counter. Submission requirements are:

- ◆ A completed application.
- ◆ Certificate of Survey meeting the requirements of our Land Use Ordinance or site plan if the application is for a Land Use Map Amendment.
- ◆ Authorized Agent form if applicable.
- ◆ Septic compliance inspection on all septic systems that are older than 5 years and have not had a compliance inspection within the last 3 years and septic design if installing new septic.
- ◆ Wetland Delineation completed by a certified delineator and submitted to our office.
- ◆ Stake out or flag the proposed project area(s) so they are clearly visible to the Planning Commission/Board of Adjustment prior to the on-site visit.

**About the Public Hearing:** The meetings are held on the third Thursday of every month starting at 5:00 P.M. in the Historic Courthouse on the 3rd floor at 326 Laurel Street, Brainerd, MN 56401.

Once an application is received and deemed to be complete, an on-site visit by the Planning Commission/Board of Adjustment members and Land Services staff will occur approximately two-weeks prior to the public hearing. It will then be published in the newspaper and notices mailed to adjoining property owners stating the date, location and purpose of the meeting. Planning Commission/Board of Adjustment meetings are public and are free for all to attend and comment.



**About the Planning Commission/Board of Adjustment:** The members of the Planning Commission/Board of Adjustment are citizens of the county. There are 5 appointed members, all of whom are appointed by the County Board of Commissioners, with one appointed from each of the 5 Commissioner Districts.

The meetings are facilitated by the Land Services staff, however deliberations and decisions are made solely by the appointed members. All decisions by the Board of Adjustment are final the night of the meeting. The Planning Commission is advisory to the County Board and makes recommendations on all applications except for Conditional Use Permits, which are final the night of the meeting.

*The County has made a commitment to Townships in maintaining a transparent relationship as it relates to all applications in their community. In that spirit applicants are encouraged to attend a meeting of the Town Board of Supervisors to discuss the application and receive comments from the Town Board. Township recommendations weigh strongly when the Planning Commission/ Board of Adjustment makes decisions. Informing neighbors of the request is also encouraged to make sure your request is understood from the mailing notice they will receive.*

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