



PERMIT APPLICATION PROCESS

PO Box 244, Finlayson MN 55735 | zoning@finlayson.gov
City Zoning Administrator: Ed Melzark | 612-390-3568

1. Pre-Application Inquiry (Optional but Recommended)

Applicant contacts the Zoning Administrator to discuss the project and determine the necessary permits. The Zoning Administrator provides guidance on zoning requirements, necessary documents, and applicable fees.

2. Submit Permit Application

Applicant completes the Permit Application Form and submits it to the City Clerk or Zoning Administrator along with:

- Site plan or property survey (if required)
- Building plans or project details
- Any additional supporting documents
- Payment of application fees to City Clerk

3. Zoning Administrator Review

The Zoning Administrator reviews the application for compliance with city zoning ordinances. If the application meets zoning requirements, the Zoning Administrator approves or denies standard permits (e.g., land use, signage, accessory structures).

- If the permit requires additional approvals (e.g., Conditional Use Permit, Variance, Rezoning), the Zoning Administrator forwards it to the Planning & Zoning Commission.
- *(If required) Planning & Zoning Commission Review:* The Planning & Zoning Commission reviews applications that require public hearings or special approval (CUPs, variances, rezoning). If a public hearing is required, notices are sent to affected property owners, and a hearing date is set. The Commission makes a recommendation to the City Council for final approval.
- *(If required) City Council Approval:* The City Council reviews Planning & Zoning Commission recommendations and votes on final approval (if applicable).

4. Permit Issuance & Inspections

Once approved, the Zoning Administrator will issue the permit. The City Clerk will email a copy of the permit to the applicant and a copy will be made available at City Hall. The applicant may be required to schedule inspections (if applicable) to ensure compliance.

5. Project Completion & Compliance Check

Upon project completion, the Zoning Administrator or Building Inspector (if required) conducts a final check. If all requirements are met, the permit is closed.

Processing Timeline:

- Standard Zoning Permits: Approved within 14 calendar days
- Permits Requiring Planning & Zoning Commission Review: Decision within 60 calendar days (to allow for meeting schedules and public hearing notice requirements per **MN Statute 394.26**)
- City Council Approval (if required): Added to the next available council agenda

Note: Applications will not be processed until **both** a complete application **and full payment** have been received. Incomplete or unpaid applications may be returned to the applicant. The review timeline will begin **only upon receipt of a complete, accurate, and paid application.**