

APPENDIX R

PROCEDURE FOR FILING; VARIANCE, SPECIAL EXCEPTION, MOVING IN STRUCTURE AT COTTONWOOD LAKE

1. The owner or his/her agent petitions for a variance, special exception, or moving in structure at Cottonwood Lake.
2. The owner or the petitioner must stake out the location of the new building before the hearing date and notify the Zoning Administrator at 472-4585 when this has been done. The Zoning Administrator will then measure and take pictures of the site.
3. The Spink County Planning and Zoning commission must hold a public hearing on the variance, special exception, or moving in structure at Cottonwood Lake request. The Spink County Planning and Zoning Administrator gives notice in the newspaper once ten days prior to the Planning and Zoning Hearing.
4. Abutting landowners must be notified by certified mail at least seven (7) days before the hearing by the Spink County Planning and Zoning Commission, that a hearing will take place.
5. At least seven (7) days prior to the Public Hearing, the Spink County Zoning Administrator will notify all abutting landowners by certified mail that a hearing will take place.
6. A Spink County Planning and Zoning Commission hearing will be held.
7. Notice is sent, by the Zoning Administrator, to the landowner or his/her agent requesting the hearing to inform him/her of the boards' decision.

Paperwork is due in the office by _____
(This is to insure that #3 on the above list can be fulfilled)

Next P&Z Meeting Date: _____ *Mtg. Time:* _____

Location of meeting: _____ *Time of Hearing:* _____