



CITY OF MAPLE GROVE
12800 ARBOR LAKES PARKWAY
P. O. BOX 1180
MAPLE GROVE MN 55311-6180
763-494-6040

ZONING TEXT AMENDMENT APPLICATION

Project Name: _____

Application is hereby made for a Zoning Ordinance Text Amendment to Section _____, Subd _____

Explanation of Proposal _____

APPLICANT: _____ ADDRESS: _____

PHONE: _____

The following information is submitted in support of the application as described on the attached "Zoning Text Amendment Procedures."

- _____ 1) Completed Application for Code Text Amendment
- _____ 2) Application Fee of \$200
- _____ 3) Acknowledgement of Responsibility form
- _____ 4) a) Narrative fully describing the proposed amendment
b) Documentation of appropriate regulations from surrounding communities including special conditions of application
c) Ten copies of detailed written and graphic materials fully explaining the proposed change, development or use.

I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature

Printed Name

Date

FOR OFFICE USE ONLY:

PROJECT NAME: _____

CASE #: _____ PLANNER: _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant _____ Date _____

Name of applicant _____ Phone _____
(Please Print)

Name and address of Contact (if other than applicant) _____

Phone Number

Date

ZONING TEXT AMENDMENT PROCEDURES

APPLICANT

Submit all filing requirements to the Community Development Department 28 days prior to the regular Planning Commission meeting at which the public hearing will be held. All required information must be received before the application will be scheduled for a Planning Commission meeting.

FILING REQUIREMENTS

See items 1 through 4 on the application form.

CITY STAFF

- Publish public hearing notice at least ten (10) days before the Planning Commission meeting at which the item will be heard.
- Place zoning text amendment request on Planning Commission agenda for a public hearing with a staff recommendation of either approval or denial.
- Forward staff report to the Planning Commission and applicant at least three (3) days prior to the meeting.
- Planning Commission holds public hearing and recommends either approval or denial to the City Council.
- Place code text amendment request on City Council agenda with staff report and Planning Commission recommendations noted.
- Council acts on request either approving, denying, or referring it back to Planning Commission.
- If approved, Council directs staff to draft ordinance amendment.
- Place Ordinance amendment on City Council agenda (approximately two (2) weeks after initial Council approval).
- City Council adopts ordinance.
- Upon adoption by Council, Community Development Department notifies applicant in writing of Council decision. Amendment is published in official newspaper. The publication date becomes the effective date of the ordinance.

CITY OF MAPLE GROVE 2015 PLANNING COMMISSION SUBMISSION DATES

Submission Deadline (DATE is FIRM)	Planning Commission Meeting Dates	City Council Meeting Dates	Osseo-MG Press PH Notice Deadline	Residential Mailing Deadline
December 15, 2014 December 29, 2014	January 12, 2015 January 26, 2015	*Tues., January 20, 2015 February 2, 2015	December 23, 2014 January 8, 2015	January 2, 2015 January 16, 2015
January 12, 2015 January 26, 2015	February 9, 2015 February 23, 2015	*Tues., February 17, 2015 March 2, 2015	January 22, 2015 February 5, 2015	January 30, 2015 February 13, 2015
February 9, 2015 March 2, 2015	March 9, 2015 March 30, 2015	March 16, 2015 April 6, 2015	February 19, 2015 March 12, 2015	February 27, 2015 March 20, 2015
March 16, 2015 March 30, 2015	April 13, 2015 April 27, 2015	April 20, 2015 May 4, 2015	March 26, 2015 April 9, 2015	April 3, 2015 April 17, 2015
April 13, 2015 April 27, 2015	May 11, 2015 *Tues., May 26, 2015	May 18, 2015 June 1, 2015	April 23, 2015 May 7, 2015	May 1, 2015 May 15, 2015
May 11, 2015 June 1, 2015	June 8, 2015 June 29, 2015	June 15, 2015 July 6, 2015	May 21, 2015 June 11, 2015	May 29, 2015 June 19, 2015
June 15, 2015 June 29, 2015	July 13, 2015 July 27, 2015	July 20, 2015 August 3, 2015	June 25, 2015 July 9, 2015	July 3, 2015 July 17, 2015
July 13, 2015 August 3, 2015	August 10, 2015 August 31, 2015	August 17, 2015 *Tues., Sept. 8, 2015	July 23, 2015 August 13, 2015	July 31, 2015 August 21, 2015
August 17, 2015 August 31, 2015	September 14, 2015 September 28, 2015	September 21, 2015 October 5, 2015	August 27, 2015 September 10, 2015	September 4, 2015 September 18, 2015
September 14, 2015 September 28, 2015	October 12, 2015 October 26, 2015	October 19, 2015 November 2, 2015	September 24, 2015 October 8, 2015	October 2, 2015 October 16, 2015
October 12, 2015 November 2, 2015	November 9, 2015 November 30, 2015	November 16, 2015 December 7, 2015	October 22, 2015 November 12, 2015	October 30, 2015 November 20, 2015
November 16, 2015	December 14, 2015	December 21, 2015	November 24, 2015	December 4, 2015

Planning Commission meetings are held on the 2nd and last Mondays of the month at **7:00 p.m.** unless a holiday falls on a Monday, then it would be held on the following Tuesday. After the Planning Commission makes its recommendation, (unless it is tabled) the item will be scheduled on the next available City Council meeting for their action.