



**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**

**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant \_\_\_\_\_  
(Please Print)

Street address/legal description of subject property \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**If you are not the fee owner**, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

**If a corporation is fee title holder**, attach a copy of the resolution of the Board of Directors authorizing this action.

**If a joint venture or partnership is the fee owner**, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

**APPLICANT - To receive names & addresses of property owners within 500' of the applicant address, please mail a copy of this letter to the Hennepin County Government Center or you may order by phone by calling 612-348-5910.**

Date: \_\_\_\_\_

Property Id and Platting Unit  
A-500 Government Center  
300 South 6<sup>th</sup> Street  
Minneapolis, MN 55478-0055

Dear Property ID/Platting:

Please prepare a certified list of the names and addresses of the owners of all properties located within **500 feet** of the following property:

Street Address \_\_\_\_\_

\_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_

I understand the fee will be \$1.25 per parcel/\$25.00 minimum/\$250.00 maximum. Please notify me when the list is complete and what the total fee is at:

\_\_\_\_\_  
**(Applicant's Name & Daytime Phone Number)**

Hennepin County: After receiving payment for the list, please mail labels to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

\_\_\_\_\_  
(Name of Applicant)

## REZONING 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 8 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.
- Mail notice to area residents within a radius of at least 500 feet.
- Place rezoning petition on Planning Commission agenda 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 rezoning petition on City Council agenda with staff report and Planning Commission recommendations noted.
- Council acts on petition 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 the applicant in writing of Council decision. Amendment is published in official newspaper. The publication date becomes the effective date of the ordinance.

## SITE PLAN REVIEW REQUIREMENTS

The following information is required for requesting site plan review approval. Please refer to Zoning Ordinance Section 36-81 through 36-85 for specific information.

1. **Map** indicating existing conditions on the site and all property and all property within 200 feet. This scaled drawing should show:
  - a) Property boundaries and dimensions.
  - b) Adjacent roadways and access points.
  - c) Existing topographical contours.
  - d) Existing structures
  - e) Existing parking areas and other man-made features.
  - f) Existing significant vegetation
  
2. **Site Plan** - this shall be a scaled drawing indicating:
  - a) Building footprints, size and dimensions.
  - b) Parking areas including location of handicapped.
  - c) Setback lines.
  - d) Wetlands or floodplains
  - e) Ingress and egress points
  - f) Sign locations and details. (optional)
  - g) Light fixture details and placement.
  - h) On this plan, a summary should be provided indicating building square footage, lot areas, parking spaces (also indicating number of handicapped spaces), lot coverage, type and height of light fixtures, and green space.
  - i) Details of curbed gutter, concrete entrance aprons, parking lot/driveway sections, other site improvement details.
  
3. **Landscape Plan** - This shall be a scaled drawing indicating:
  - a) Any existing trees to remain by size and species.
  - b) Proposed plantings by size, species, and planting mode (B/R, B/B).
  - c) Any berms or other buffers provided.
  - d) Location and type of underground sprinkling system.
  - e) Retaining walls or other improvements considered part of the landscape plan.
  
4. **Grading and Drainage Plans** (can be combined with landscape plan) indicating:
  - a) Existing contours and final land contours
  - b) Method of drainage proposed (catch basins, culverts, ponding areas)
  
5. **Utility Plan** (can be combined with Drainage Plan)
  - a) Sanitary sewer
  - b) Water
  - c) Hydrant location
  - d) Miscellaneous external mechanical
  
6. **Building Elevations** indicating:

- a) Building heights
  - b) Building material of roof and facade
  - c) The relationship of the building to the site and surrounding area
  - d) Colored renderings of elevations and perspective drawings
7. **Written narrative** explaining the type of use, operational information, design parameters, development concept, and time schedule of the facility being proposed.
8. One Set of **8½ X 11 Paper Copies** of 1 - 6 above.

## **NEIGHBORHOOD MEETINGS**

The City of Maple Grove, in certain cases, strongly encourages developers to hold neighborhood meetings prior to bringing a development through the formal approval process. It is hoped that through these informational meetings, citizens will be better informed about the development in their neighborhoods, and be given the opportunity to voice concerns and/or provide input to the developer prior to a formal public hearing.

It is suggested that residents within a 500 ft. radius of the proposed development site be notified of the neighborhood meeting in writing. For assistance with the notification area, production of address labels, or list of possible meeting facilities and contacts located near the neighborhood, please contact the Community Development Department at 763-494-6040.

If any of the following items apply to the development being proposed, the City strongly encourages holding two or more neighborhood meetings:

- Comprehensive Land Use Plan Amendment
- Rezoning
- Proposed land use that is inconsistent with neighboring land uses.
- City financing or other City involvement

## **HOW TO ORGANIZE COMMUNITY MEETINGS**

Holding an open invitation community meeting is only one way of communicating with prospective neighbors. Other options include direct mail, door to door canvassing (with handouts), holding one smaller pre-meeting prior to a large meeting, holding a series of smaller house meetings, or hold an all day “open house” in the neighborhood in which developer staff are available to provide information and answer questions. The main benefit of open invitation community meetings is that they can require less staff time. The benefit of smaller meetings and open houses is the opportunity for better conversation, more civility, better understanding of your organization and the proposal.

## CITY OF MAPLE GROVE 2016 PLANNING COMMISSION SUBMISSION DATES

<b>Submission Deadline (DATE is FIRM)</b>	<b>Planning Commission Meeting Dates</b>	<b>City Council Meeting Dates</b>	<b>Osseo-MG Press PH Notice Deadline</b>	<b>Residential Mailing Deadline</b>
December 14, 2015 December 28, 2015	January 11, 2016 January 25, 2016	*Tues., January 19, 2016 February 1, 2016	December 24, 2015 January 7, 2016	December 31, 2015 January 15, 2016
January 11, 2016 February 1, 2016	February 8, 2016 February 29, 2016	*Tues., February 16, 2016 March 7, 2016	January 21, 2016 February 11, 2016	January 29, 2016 February 19, 2016
*Tues., February 16, 2016 February 29, 2016	March 14, 2016 March 28, 2016	March 21, 2016 April 4, 2016	February 25, 2016 March 10, 2016	March 4, 2016 March 18, 2016
March 14, 2016 March 28, 2016	April 11, 2016 April 25, 2016	April 18, 2016 May 2, 2016	March 24, 2016 April 7, 2016	April 1, 2016 April 15, 2016
April 11, 2016 May 2, 2016	May 9, 2016 *Tues., May 31, 2016	May 16, 2016 June 6, 2016	April 21, 2016 May 12, 2016	April 29, 2016 May 20, 2016
May 16, 2016 *Tues., May 31, 2016	June 13, 2016 June 27, 2016	June 20, 2016 *Tues., July 5, 2016	May 26, 2016 June 9, 2016	June 3, 2016 June 17, 2016
June 13, 2016 June 27, 2016	July 11, 2016 July 25, 2016	July 18, 2016 August 1, 2016	June 23, 2016 July 7, 2016	July 1, 2016 July 15, 2016
July 11, 2016 August 1, 2016	August 8, 2016 August 29, 2016	August 15, 2016 *Tues., Sept. 6, 2016	July 21, 2016 August 11, 2016	July 29, 2016 August 19, 2016
August 15, 2016 August 29, 2016	September 12, 2016 September 26, 2016	September 19, 2016 October 3, 2016	August 25, 2016 September 8, 2016	September 2, 2016 September 16, 2016
September 12, 2016 October 3, 2016	October 10, 2016 October 31, 2016	October 17, 2016 November 7, 2016	September 22, 2016 October 13, 2016	September 30, 2016 October 21, 2016
October 17, 2016 October 31, 2016	November 14, 2016 November 28, 2016	November 21, 2016 December 5, 2016	October 27, 2016 November 10, 2016	November 4, 2016 November 18, 2016
November 14, 2016	December 12, 2016	December 19, 2016	November 23, 2016	December 2, 2016

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.