

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 2014 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 16, 2013 December 30, 2013	January 13, 2014 January 27, 2014	*Tues., January 21, 2014 February 3, 2014	December 26, 2013 January 9, 2014	January 3, 2014 January 17, 2014
January 13, 2014 January 27, 2014	February 10, 2014 February 24, 2014	*Tues., February 18, 2014 March 3, 2014	January 23, 2014 February 6, 2014	January 31, 2014 February 14, 2014
February 10, 2014 March 3, 2014	March 10, 2014 March 31, 2014	March 17, 2014 April 7, 2014	February 20, 2014 March 13, 2014	February 28, 2014 March 21, 2014
March 17, 2014 March 31, 2014	April 14, 2014 April 28, 2014	April 21, 2014 May 5, 2014	March 27, 2014 April 10, 2014	April 4, 2014 April 18, 2014
April 14, 2014 April 28, 2014	May 12, 2014 *Tues., May 27, 2014	May 19, 2014 June 2, 2014	April 24, 2014 May 8, 2014	May 2, 2014 May 16, 2014
May 12, 2014 June 2, 2014	June 9, 2014 June 30, 2014	June 16, 2014 July 7, 2014	May 22, 2014 June 12, 2014	May 30, 2014 June 20, 2014
June 16, 2014 June 30, 2014	July 14, 2014 July 28, 2014	July 21, 2014 August 4, 2014	June 26, 2014 July 10, 2014	July 3, 2014 July 18, 2014
July 14, 2014 July 28, 2014	August 11, 2014 August 25, 2014	August 18, 2014 *Tues., Sept. 2, 2014	July 24, 2014 August 7, 2014	August 1, 2014 August 15, 2014
August 11, 2014 *Tues., Sept. 2, 2014	September 8, 2014 September 29, 2014	September 15, 2014 October 6, 2014	August 21, 2014 September 11, 2014	August 29, 2014 September 19, 2014
September 15, 2014 September 29, 2014	October 13, 2014 October 27, 2014	October 20, 2014 November 3, 2014	September 25, 2014 October 9, 2014	October 3, 2014 October 17, 2014
October 13, 2014 October 27, 2014	November 10, 2014 November 24, 2014	November 17, 2014 December 1, 2014	October 23, 2014 November 6, 2014	October 31, 2014 November 14, 2014
November 10, 2014	December 8, 2014	December 15, 2014	November 20, 2014	November 26, 2014

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.