



**CITY OF MAPLE GROVE**

12800 ARBOR LAKES PARKWAY

MAPLE GROVE MN 55369-7064

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 \$500
- \_\_\_\_\_ 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 & Economic 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.

### FILLING 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 & Economic 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 2023 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>
November 21, 2022 December 27, 2022*	January 9, 2023 January 30, 2023	January 17, 2023* February 6, 2023	December 22, 2022 January 12, 2023	December 30, 2022 January 20, 2023
January 9, 2023 January 23, 2023	February 13, 2023 February 27, 2023	February 21, 2023* March 6, 2023	January 26, 2023 February 9, 2023	February 3, 2023 February 17, 2023
February 6, 2023 February 21, 2023*	March 13, 2023 March 27, 2023	March 20, 2023 April 3, 2023	February 23, 2023 March 9, 2023	March 3, 2023 March 17, 2023
March 6, 2023 March 20, 2023	April 10, 2023 April 24, 2023	April 17, 2023 May 1, 2023	March 23, 2023 April 6, 2023	March 31, 2023 April 14, 2023
April 3, 2023 April 24, 2023	May 8, 2023 May 30, 2023*	May 15, 2023 June 5, 2023	April 20, 2023 May 11, 2023	April 28, 2023 May 19, 2023
May 8, 2023 May 22, 2023	June 12, 2023 July 10, 2023	June 19, 2023 July 17, 2023	May 25, 2023 June 22, 2023	June 2, 2023 June 30, 2023
June 19, 2023 July 10, 2023	July 31, 2023 August 14, 2023	August 7, 2023 August 21, 2023	July 13, 2023 July 27, 2023	July 21, 2023 August 4, 2023
August 7, 2023 September 5, 2023*	September 11, 2023 October 9, 2023	September 18, 2023 October 16, 2023	August 24, 2023 September 21, 2023	September 1, 2023 September 29, 2023
October 9, 2023 October 23, 2023	November 13, 2023 November 27, 2023	November 20, 2023 December 4, 2023	October 26, 2023 November 9, 2023	November 3, 2023 November 17, 2023
November 6, 2023 November 20, 2023	December 11, 2023 January 8, 2024	December 18, 2023 January 16, 2024*	November 21, 2023 December 21, 2023	December 1, 2023 December 29, 2023

\* Denotes a Tuesday meeting date

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.