



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 2022 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 6, 2021 December 27, 2021	January 10, 2022 January 31, 2022	*Tues., January 18, 2022 February 7, 2022	December 23, 2021 January 13, 2022	December 30, 2021 January 21, 2022
January 10, 2022 January 24, 2022	February 14, 2022 February 28, 2022	*Tues., February 22, 2022 March 7, 2022	January 27, 2022 February 10, 2022	February 4, 2022 February 18, 2022
February 7, 2022 *Tues., February 22, 2022	March 14, 2022 March 28, 2022	March 21, 2022 April 4, 2022	February 24, 2022 March 10, 2022	March 4, 2022 March 18, 2022
March 7, 2022 March 28, 2022	April 11, 2022 April 25, 2022	April 18, 2022 May 2, 2022	March 24, 2022 April 7, 2022	April 1, 2022 April 15, 2022
April 11, 2022 April 25, 2022	May 9, 2022 *Tues., May 31, 2022	May 16, 2022 June 6, 2022	April 21, 2022 May 12, 2022	April 29, 2022 May 20, 2022
May 9, 2022 June 27, 2022	June 13, 2022 July 25, 2022	June 20, 2022 August 1, 2022	May 26, 2022 July 7, 2022	June 3, 2022 July 15, 2022
July 11, 2022 July 25, 2022	August 8, 2022 August 29, 2022	August 15, 2022 *Tues., Sept. 6, 2022	July 21, 2022 August 11, 2022	July 29, 2022 August 19, 2022
August 8, 2022 *Tues., September 6, 2022	September 12, 2022 October 10, 2022	September 19, 2022 October 17, 2022	August 25, 2022 September 22, 2022	September 2, 2022 September 30, 2022
September 26, 2022 October 10, 2022	October 31, 2022 November 14, 2022	November 7, 2022 November 21, 2022	October 13, 2022 October 27, 2022	October 21, 2022 November 4, 2022
October 24, 2022 November 7, 2022	November 28, 2022 December 12, 2022	December 5, 2022 December 19, 2022	November 10, 2022 November 22, 2022	November 18, 2022 December 2, 2022

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.