



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 2021 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 7, 2020 December 28, 2020	January 11, 2021 January 25, 2021	*Tues., January 19, 2021 February 1, 2021	December 23, 2020 January 7, 2021	December 31, 2020 January 15, 2021
January 11, 2021 January 25, 2021	February 8, 2021 February 22, 2021	*Tues., February 16, 2021 March 1, 2021	January 21, 2021 February 4, 2021	January 29, 2021 February 12, 2021
February 8, 2021 February 22, 2021	March 8, 2021 March 29, 2021	March 15, 2021 April 5, 2021	February 18, 2021 March 11, 2021	February 26, 2021 March 19, 2021
March 8, 2021 March 29, 2021	April 12, 2021 April 26, 2021	April 19, 2021 May 3, 2021	March 25, 2021 April 8, 2021	April 2, 2021 April 16, 2021
April 12, 2021 April 26, 2021	May 10, 2021 *Tues., June 1, 2021	May 17, 2021 June 7, 2021	April 22, 2021 May 13, 2021	April 30, 2021 May 21, 2021
May 10, 2021 June 28, 2021	June 14, 2021 July 26, 2021	June 21, 2021 August 2, 2021	May 27, 2021 July 8, 2021	June 4, 2021 July 16, 2021
July 12, 2021 July 26, 2021	August 9, 2021 August 30, 2021	August 16, 2021 *Tues., Sept. 7, 2021	July 22, 2021 August 12, 2021	July 30, 2021 August 20, 2021
August 9, 2021 August 23, 2021	September 13, 2021 September 27, 2021	September 20, 2021 October 4, 2021	August 26, 2021 September 9, 2021	September 3, 2021 September 17, 2021
*Tues., September 7, 2021 September 27, 2021	October 11, 2021 October 25, 2021	October 18, 2021 November 1, 2021	September 23, 2021 October 7, 2021	October 1, 2021 October 15, 2021
October 11, 2021 October 25, 2021	November 8, 2021 November 29, 2021	November 15, 2021 December 6, 2021	October 21, 2021 November 10, 2021	October 29, 2021 November 19, 2021
November 8, 2021	December 13, 2021	December 20, 2021	November 24, 2021	December 3, 2021

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.