

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.

REZONING 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.**

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 & Economic 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 & Economic 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 2023 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
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 June 26, 2023	June 19, 2023 July 17, 2023	May 25, 2023 June 8, 2023	June 2, 2023 June 16, 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.