



Rezoning Application Checklist

Rezoning requests are covered under Section 1310.02, Subd. 3 of the Zoning Code. If the City approves the rezoning request, it must amend its Comprehensive Plan and maps, and submit a Comprehensive Plan Amendment to the Metropolitan Council. The approval of the request will not be final until it is approved by the Metropolitan Council. The escrow includes the costs of updating the City’s zoning map and filing the Comprehensive Plan Amendment request with the Metropolitan Council on their required form.

Please provide the following information with your application for rezoning.

GENERAL REQUIREMENTS:

INCLUDED IN SUBMITTAL

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|--|--------------------------|-----|--------------------------|----|
| 1. Application Form, including the name, address, contact information and signatures of all parcel owners and applicant | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Fees | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Escrow | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. Complete legal description and PID number of all parcels included in the request. The legal descriptions must be copied directly from the deed and provided in a word document. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 5. A detailed description of the request, including existing and proposed use of all parcel(s), current zoning, proposed zoning, and reason for the request (either on the application form or in a letter). The description should include a statement of how the rezoning would fit the general zoning pattern of the neighborhood and the zoning map of the City. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 6. Site Plan | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
- One (1) 11”x17” hard copy and/or one (1) electronic copy. The City may require a larger size plan if needed to adequately review the request.

Plan Sheet Requirements:

- Title block
- Name, address, phone number for owner, developer, surveyor, engineer
- Date of preparation and revision dates
- North Arrow
- Graphic scale not less than 1:100

SITE PLAN REQUIREMENTS - EXISTING AND PROPOSED:

INCLUDED IN SUBMITTAL

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|---|--------------------------|-----|--------------------------|----|
| 1. Plan showing the property lines and dimensions of all parcels proposed for rezoning and the present zoning of the surrounding area for at least a distance of five hundred (500) feet, including the street pattern of the area. | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 2. Area proposed for rezoning in acres and square feet | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 3. Building locations and dimensions—existing and proposed identified | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |
| 4. Setbacks | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |

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|---|------------------------------|-----------------------------|
| 5. Parking and loading areas | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 6. Driveways | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 7. Locations of wetlands | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 8. Vegetation and landscaping and other site improvements | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 9. Wetland delineation (if required by City staff) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 10. Topographic contours at 2-foot intervals and bluff line (if required by City staff) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 11. Waterbodies, Ordinary High Water Level and 100 year flood elevation (if required) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| 12. Additional information relevant to the request | <input type="checkbox"/> YES | <input type="checkbox"/> NO |