



Application for Land Use Plan Amendment

APPLICANT AND PROPERTY OWNER INFORMATION:

Applicant _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner: _____

Phone: _____ Email: _____

Mailing Address: _____

PROJECT INFORMATION:

Property Address: _____

Parcel Identification Number (PIN): _____

Legal Description of Property (attach a separate document if necessary): _____

LAND USE AMENDMENT FROM _____ TO _____

APPLICATION FOR LAND USE AMENDMENT

As provided for in Minnesota State Statutes, the City of St. Joseph has adopted a Comprehensive Plan which sets forth a vision and goals for the future of the City. The plan guides future development of land to ensure a safe, pleasant, healthy and economically viable environment for residential, commercial, industrial and public uses. Included in the Comprehensive Plan is a land use plan map, which lays out the future physical development of the City.

Submission Requirements:

Application for a land use plan amendment shall be on this form and include the established application fee. A complete application must be submitted three (3) weeks prior to the next Planning Commission meeting for which you wish to be heard. The following materials must be submitted with your application in order to be considered complete.

- A written narrative explaining the proposed use of the property, and addressing the following:

1. Describe justification for the amendment.
 2. Describe how the land use amendment will impact adjacent properties and future land uses in the community.
 3. Will the land use amendment affect density? Increase or Decrease?
 4. Describe how the land use change may impact traffic.
- You may be required to submit a site plan showing property lines and dimensions, size and location of all buildings, parking areas and access, open space, landscaping and information deemed as necessary to evaluate the request.

PROCEDURE

Review and Recommendation by the Planning Commission. The Planning Commission shall hold a public hearing and consider oral or written statements from the applicant, the public, city staff, or its own members. The Planning Commission shall review the zoning text amendment request and a recommendation shall be made to the City Council to approve, disapprove or continue the application.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application.

We, the undersigned, have read and understand the above.

Signature of Applicant Date

Signature of Owner (if different than Applicant) Date

FOR OFFICE USE ONLY

Fee: \$500 **Paid** _____

Date application submitted: _____ Date application completed: _____

Planning Commission Recommendation: _____ Approved _____ Denied Date of Action: _____

City Council Action: _____ Approved _____ Denied Date of Action: _____

Date Applicant/Property owner notified: _____

❖ **Submit completed application to City Offices, 75 Callaway St E, St. Joseph, MN 56374**