



Application for Zoning Amendment - Text

APPLICANT INFORMATION:

Applicant _____

Phone: _____ Email: _____

Mailing Address: _____

Property Owner: _____

Phone: _____ Email: _____

Mailing Address: _____

PROJECT INFORMATION:

Parcel Identification Number (PIN): _____

Legal Description of Property: _____

Description of Request: _____

Ordinance & Section Number of Proposed Amendment: _____

Submission Requirements:

Application for a zoning text 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.

- Identification of the existing ordinance language proposed for Amendment to include:
 - Ordinance and Section Number
 - Existing Text of the Section
- Proposed Language for Ordinance Amendment. Identification of the proposed substitute wording for the zoning text.
- Written Narrative describing your reason for requesting the text Amendment including:
 - How you would be impacted by the zoning text amendment?
 - How the text amendment meets the intent of the Comprehensive Plan?
 - How the text amendment will impact the zoning code?
 - How the text amendment will impact the subdivision code?

APPLICATION FOR ZONING AMENDMENT - TEXT

In accordance with the provisions of Minnesota State Statutes, the City Council may from time to time adopt amendments to the zoning ordinance. An amendment to the zoning ordinance involves changes in its text and wording, including but not limited to, changes in the regulations regarding uses, setbacks, heights, lot areas, definitions, administrations, and/or procedures. Text amendments do not include the rezoning of property.

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**