



**CITY OF MAPLE GROVE**  
 12800 ARBOR LAKES PARKWAY  
 P. O. BOX 1180  
 MAPLE GROVE MN 55311-6180  
 763-494-6040

Office Use Only:
CASE # _____
PLANNER: _____

## REZONING APPLICATION

Name of Project: \_\_\_\_\_

Application is hereby made for a rezoning from a(n) \_\_\_\_\_ zone district to a(n) \_\_\_\_\_ zone district for the purpose of: \_\_\_\_\_

Address of Property: \_\_\_\_\_ PID# \_\_\_\_\_

OWNER: \_\_\_\_\_

CONTACT NAME (PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

CONTACT NAME (PRINT): \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

CITY/ZIP: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

The following information is submitted in support of the application as described on the attached "Rezoning Procedures":

- \_\_\_\_ 1) Completed Application for Rezoning
- \_\_\_\_ 2) Application Fee: From R-A or R-1: \$300 plus \$20 per acre up to a maximum of \$700  
 From Other: \$350 plus \$20 per acre up to a maximum of \$650
- \_\_\_\_ 3) Legal description of property to be rezoned
- \_\_\_\_ 4) Acknowledgement of Responsibility form completed
- \_\_\_\_ 5) Affirmation of Sufficient Interest form completed
- \_\_\_\_ 6) Names and addresses of property owners within 500' of proposed rezoning, certified by the Auditor of Hennepin County (Mail attached letter to Jim Holan - Hennepin County)
- \_\_\_\_ 7) Depending on the proposed use of the property, the following are required:
  - \_\_\_\_ a) Single Family: Preliminary Plat Application
  - \_\_\_\_ b) Planned Unit Development: Planned Unit Development Application
  - \_\_\_\_ c) Multi Family Residential, Commercial, Industrial, or Institutional Buildings: Conceptual plans/drawings of all information listed on the sheet entitled "Site Plan Review Requirements"
- \_\_\_\_ 8) One set (8½" x 11") of paper copies of all documents listed in #7 above

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

**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.

**APPLICANT - To receive names & addresses of property owners within 500' of the applicant address, please mail a copy of this letter with a check for \$25.00 to the Hennepin County Government Center. If you have any questions on ordering labels - call John Bengtson at 612-348-5910.**

Date: \_\_\_\_\_

Mr. Dave Peterson  
Property Identification Supervisor  
Taxpayer Services Dept.  
A-600 Government Center  
Minneapolis, MN 55487-0060

Dear Mr. Peterson:

Please prepare a certified list of the names and addresses of the owners of all properties located within **500 feet** of the following property:

Street Address \_\_\_\_\_

\_\_\_\_\_

Legal Description \_\_\_\_\_

\_\_\_\_\_

I understand the fee will be \$1.25 per parcel/\$25.00 minimum. You may notify me if the fee is more than \$25.00 for this service at \_\_\_\_\_.

(Applicant's Name & Daytime Phone Number)

Mail a copy of this letter and a check for **\$25.00 made payable to Hennepin County Treasurer, mail check to:**

Mr. Dave Peterson  
Property Identification Supervisor  
Taxpayer Services Dept.  
A-600 Government Center  
Minneapolis, MN 55487-0060

Hennepin County: After receiving payment for the list, please mail labels to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sincerely,

\_\_\_\_\_

(Name of Applicant)

## REZONING PROCEDURES

### APPLICANT

Submit all filing requirements to the Community 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 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 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 2012 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 12, 2011 *Tues., January 3, 2012	January 9, 2012 January 30, 2012	*Tues., January 17, 2012 February 6, 2012	December 20, 2011 January 12, 2012	December 30, 2011 January 20, 2012
*Tues., January 17, 2012 January 30, 2012	February 13, 2012 February 27, 2012	*Tues., February 21, 2012 March 5, 2012	January 26, 2012 February 9, 2012	February 3, 2012 February 17, 2012
February 13, 2012 February 27, 2012	March 12, 2012 March 26, 2012	March 19, 2012 April 2, 2012	February 23, 2012 March 8, 2012	March 2, 2012 March 16, 2012
March 12, 2012 April 2, 2012	April 9, 2012 April 30, 2012	April 16, 2012 May 7, 2012	March 22, 2012 April 12, 2012	March 30, 2012 April 20, 2012
April 16, 2012 April 30, 2012	May 14, 2012 *Tues., May 29, 2012	May 21, 2012 June 4, 2012	April 26, 2012 May 10, 2012	May 4, 2012 May 18, 2012
May 14, 2012 *Tues., May 29, 2012	June 11, 2012 June 25, 2012	June 18, 2012 July 2, 2012	May 24, 2012 June 7, 2012	June 1, 2012 June 15, 2012
June 11, 2012 July 2, 2012	July 9, 2012 July 30, 2012	July 16, 2012 August 6, 2012	June 21, 2012 July 12, 2012	June 29, 2012 July 20, 2012
July 16, 2012 July 30, 2012	August 13, 2012 August 27, 2012	August 20, 2012 *Tues., Sept. 4, 2012	July 26, 2012 August 9, 2012	August 3, 2012 August 17, 2012
August 13, 2012 August 27, 2012	September 10, 2012 September 24, 2012	September 17, 2012 October 1, 2012	August 23, 2012 September 6, 2012	August 31, 2012 September 14, 2012
September 10, 2012 October 1, 2012	October 8, 2012 October 29, 2012	October 15, 2012 November 5, 2012	September 20, 2012 October 11, 2012	September 28, 2012 October 19, 2012
October 15, 2012 October 29, 2012	*Tues., Nov. 13, 2012 November 26, 2012	November 19, 2012 December 3, 2012	October 25, 2012 November 8, 2012	November 2, 2012 November 16, 2012
*Tues., Nov. 13, 2012	December 10, 2012	December 17, 2012	November 20, 2012	November 30, 2012

Planning Commission meetings are held on the 2nd and last Mondays of the month at **7:00 p.m.** unless a holiday falls on a Monday, then it would be held on the following Tuesday. 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.