

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

ZONING TEXT AMENDMENT 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 4 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.
- Place zoning text amendment request on Planning Commission agenda for a public hearing 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 code text amendment request on City Council agenda with staff report and Planning Commission recommendations noted.
- Council acts on request 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 applicant in writing of Council decision. Amendment is published in official newspaper. The publication date becomes the effective date of the ordinance.

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.