

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.

FILLING 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 2010 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 14, 2009 December 28, 2009	January 11, 2010-Cancel January 25, 2010	*Tues., January 19, 2010 February 1, 2010	December 23, 2009 January 7, 2010	December 31, 2009 January 15, 2010
January 11, 2010 January 25, 2010	February 8, 2010-Cancel February 22, 2010	*Tues., February 16, 2010 March 1, 2010	January 21, 2010 February 4, 2010	January 29, 2010 February 12, 2010
February 8, 2010 March 1, 2010	March 8, 2010-Cancel March 29, 2010-Cancel	March 15, 2010 April 5, 2010	February 18, 2010 March 11, 2010	February 26, 2010 March 19, 2010
March 15, 2010 March 29, 2010	April 12, 2010 April 26, 2010-Cancel	April 19, 2010 May 3, 2010	March 25, 2010 April 8, 2010	April 2, 2010 April 16, 2010
April 12, 2010 May 3, 2010	May 10, 2010-Cancel *Tues., June 1, 2010	May 17, 2010 June 7, 2010	April 22, 2010 May 13, 2010	April 30, 2010 May 21, 2010
May 17, 2010 *Tues., June 1, 2010	June 14, 2010 June 28, 2010	June 21, 2010 *Tues., July 6, 2010-Cancel	May 27, 2010 June 10, 2010	June 4, 2010 June 18, 2010
June 14, 2010 June 28, 2010	July 12, 2010 July 26, 2010	July 19, 2010 August 2, 2010	June 24, 2010 July 8, 2010	July 2, 2010 July 16, 2010
July 12, 2010 August 2, 2010	August 9, 2010 August 30, 2010	August 16, 2010 *Tues., Sept. 7, 2010	July 22, 2010 August 12, 2010	July 30, 2010 August 20, 2010
August 16, 2010 August 30, 2010	September 13, 2010 September 27, 2010	September 20, 2010 October 4, 2010	August 26, 2010 September 9, 2010	September 3, 2010 September 17, 2010
September 13, 2010 September 27, 2010	October 11, 2010 October 25, 2010	October 18, 2010 November 1, 2010	September 23, 2010 October 7, 2010	October 1, 2010 October 15, 2010
October 11, 2010 November 1, 2010	November 8, 2010 November 29, 2010	November 15, 2010 December 6, 2010	October 21, 2010 November 10, 2010	October 29, 2010 November 19, 2010
November 15, 2010	December 13, 2010	December 20, 2010	November 23, 2010	December 3, 2010

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.