

Case File No. \_\_\_\_\_

Property Identification No. \_\_\_\_\_



**City of Prior Lake  
APPLICATION FOR AMENDMENT  
TO THE TEXT OF THE ZONING ORDINANCE,  
SUBDIVISION ORDINANCE  
OR COMPREHENSIVE PLAN**

Requested Action	Brief description of proposed project <small>(Please describe the proposed amendment, project, or variance request. Attach additional sheets if necessary).</small>

**Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

**Email:** \_\_\_\_\_

**Property Owners** (if different than applicant): \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ (home) \_\_\_\_\_ (work) \_\_\_\_\_ (cell)

**Type of Ownership:**     Fee                       Contract for Deed                       Purchase Agreement

**Email:** \_\_\_\_\_

**Legal Description of Property** (Attach additional pages if necessary):  
 \_\_\_\_\_  
 \_\_\_\_\_

**PID of Property:** \_\_\_\_\_

**Address of Property:** \_\_\_\_\_

**To the best of my knowledge the information provided in this application and other material submitted is correct. In addition, I have read the relevant sections of the Prior Lake Ordinance and procedural guidelines, and understand that applications will not be processed until deemed complete by City Staff.**

\_\_\_\_\_  
**Applicant's Signature** **Date**

\_\_\_\_\_  
**Applicant's Printed Name**

\_\_\_\_\_  
**Fee Owner's Signature** **Date**

\_\_\_\_\_  
**Fee Owner's Printed Name**

# PROCEDURE FOR AN AMENDMENT TO THE TEXT OF THE CITY ZONING ORDINANCE, SUBDIVISION ORDINANCE OR COMPREHENSIVE PLAN

**Overview:** When a person wishes to change a provision of the City Zoning Ordinance, Subdivision Ordinance or Comprehensive Plan, an amendment to the text of the ordinance or plan is required.

**Pre-application Procedure:** Before making application for an amendment, persons are encouraged to meet with a member of the Community Development Staff to discuss the following:

- The reason for the proposed amendment (a written description of the amendment should be brought to the meeting).
- Identification of the document to be changed.
- City plans or other policies that might relate to or affect the amendment.

If a decision is made to proceed after the advisory meeting or meetings, a formal application is made.

**Process:** Within ten (10) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. Within 30 days of receipt of a complete application, the Community Development Department will schedule a public hearing for review by the Planning Commission.

**Timing:** Public hearings are scheduled for the Planning Commission on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month. Complete applications must be submitted to the Community Development Department at least thirty (30) days prior to the scheduled meeting to allow publication of hearing notice. The Community Development Department will publish notices in the *Prior Lake American* and notify the applicant of the date and time the proposal will be heard by the Planning Commission.

**Staff Report:** The Community Development Department will prepare a staff report which: 1) explains the request; 2) reviews the policies for approving an amendment as contained in the Zoning Ordinance and how the proposal relates to those policies; and 3) provides a recommendation.

**Hearing: A public hearing will be held by the Planning Commission.** The Commission will review the staff report and hear from the applicant. Public testimony on the request will also be taken. The Planning Commission, after reviewing all of the information, will make a recommendation to the City Council on the application based on findings addressing the relationship of the proposed amendment to the following policies:

1. There is a public need for the amendment, or
2. The amendment will accomplish one or more of the purposes of the Zoning Ordinance, the Comprehensive Plan or other adopted plans or policies of the City, or
3. The adoption of the amendment is consistent with State and/or federal requirements.

Applicants are invited to use the overhead projector provided, and the exhibits prepared by Staff.

Any additional exhibits submitted by the applicant (at the hearing or prior to the hearing) such as photographs, petitions, etc. must be entered into the public record and submitted to the CDNR Department for the file.

**City Council Review:** The City Council will review the application and the recommendation of the Planning Commission, along with the record of the public hearing and other pertinent information. **The City Council review of this application is not a public hearing, and the Council may or may not choose to hear testimony. In any case, no new evidence may be introduced to the City Council following the close of the public hearing.**

The City Council must make a decision to approve or deny the application within 120 days of receipt of a complete application. If the amendment is approved, it is effective following publication of the ordinance in the *Prior Lake American*.

## APPLICATION INSTRUCTIONS

*No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.*

- **Application Fee:** Check payable to the “City of Prior Lake”. The filing fee is \$505.00.
- **Signed Application:** A completed application form.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* The Application Checklist will expedite the review of your application. **Attach the checklist with the application materials.**

## AMENDMENT TO THE OFFICIAL TEXT OF THE ZONING ORDINANCE, COMPREHENSIVE PLAN OR SUBDIVISION ORDINANCE APPLICATION CHECKLIST

APPLICANT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FILE NUMBER
DATE SUBMITTED
REVIEWED BY

For City Use Only

REQUIRED INFORMATION	LOCATION	VERIFIED (for City use only)
The following data is required as part of an application to amend the official text of the Zoning Ordinance, Comprehensive Plan, or Subdivision Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	Reviewed by city staff to ensure required materials were submitted.
<b>Application</b>		
1. A complete Application Form, signed by the applicant.		
2. The required filing fee of \$505.00.		
3. The specific description of the amendment, including the section to be amended, the existing language and the proposed language.		
<p>4. <b>One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1 and 3 as listed above) to:</b></p> <p><a href="mailto:speppin@cityofpriorlake.com">speppin@cityofpriorlake.com</a></p> <p><b>*If over 10MB in size please send/use with any of the following options:</b></p> <p><b>Dropbox, weblink to FTP site, or disk drive.</b></p>		