

**LAND USE PLAN/MAP  
AMENDMENT  
APPLICATION**

125 Pine Cone Road North  
PO Box 140  
SARTELL, MN 56377  
PHONE: 320-253-2171  
FAX: 320-253-3337



DATE RECEIVED \_\_\_\_\_

**FEE - \$775**

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**APPLICANT** \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**FEE OWNER** \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

PROJECT/DEVELOPMENT NAME \_\_\_\_\_

PROJECT LOCATION \_\_\_\_\_

PROPERTY IDENTIFICATION NUMBER  
(PIN) \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY (attach a separate document if necessary):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b>LAND USE AMENDMENT FROM</b> _____ <b>TO</b> _____
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**SUBMITTAL MATERIAL**

Application for Land Use Amendment. The proper application form for a land use amendment shall be obtained from the City Planner or City Clerk. The application shall include the following:

- Legal Description of the property
- The present land use classification
- The proposed land use classification

□ A written narrative explaining the justification for the amendment

A written narrative explaining the proposed use of the property. You may be required to submit a site plan with the following information:

1. Property lines and dimensions
2. Size, location, and use of all buildings
3. Parking stalls and drive areas
4. Points and widths of ingress and egress
5. Recreation and other open space areas
6. Facilities and uses of recreation areas
7. Landscaping features on the property (sod, seeded grass, trees, including species and size at time of planting, ornamental shrubs and bushes, including species and size at time of planting; flower gardens, landscape rock, patios, sidewalks, and other paved surfaces)
8. Property or use-related information as deemed necessary to evaluate the request

FOR YOUR INFORMATION: The Joint Planning Commission (JPC) is required to make a finding of fact based on information provided by the applicant and weighing other factors as listed below or by the City Planner. For example, the factors that may be considered for evaluation and consideration of this land use amendment are as follows:

- \*The character and history of the use and of development in the surrounding area.
- \*The comparable degree of noise, vibration, dust, odor, fumes, glare, or smoke detectable at the property line.
- \*The comparative numbers and kinds of vehicular trips to the site.
- \*The comparative amount and nature of outdoor storage, loading, and parking.
- \*The comparative visual appearance.
- \*The comparative hours of operation.
- \*The comparative effect on existing vegetation.
- \*The comparative effect on water drainage.
- \*Other factors which tend to reduce conflicts of incompatibility with the character or needs of the area.

Applications for a land use amendment request shall be submitted three (3) weeks prior to the next Joint Planning Commission meeting. (Please see attached meeting schedule).

*SARTELL recommends that you discuss your proposal with the adjacent property owners before a formal application is made. Any conflicts you can resolve ahead of time will make it easier and faster for the City to process your applications.*

This application must be signed by all owners of the subject property or an explanation given why this is not the case.

We, the undersigned, have read and understand the above.

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Signature of Applicant Date

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Signature of Owner (s) Date

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