

**REZONING
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):

REQUEST TO REZONE FROM _____ TO _____

PROCEDURE FOR REZONING APPROVAL

GENERALLY

In accordance with the provisions of Minnesota State Statutes, the City Council may from time to time change the zoning of parcels of land within the Municipality. These changes in the classification are for the purposes of meeting the land use needs of the residents of the City, in conformance with the City's Land

Use Plan. Rezoning may be initiated by the City Council or by application of the owner of the property to be considered for rezoning.

SUBMITTAL MATERIAL

- Application for Rezoning. An application for a rezoning shall be obtained from the City Planner or City Clerk the proper application form. The application shall include the following:
- Legal Description of the property
- The present zoning classification
- The proposed zoning classification
- The recommendation for use of this property by the City Land Use Plan.

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

PROCEDURE

Notice of Public Hearing. No rezoning may be adopted until a Public Hearing has been held on the matter by the City Council. A notice of the time, date, place and purpose of the hearing shall be published in the official newspaper of not less than 10 days nor more than thirty days property to the hearing.

The Joint Planning Commission shall review the rezoning request and a recommendation shall be made to the City Council.

A notice of a rezoning application shall be mailed at least 10 days prior to the City Council meeting, to each owner of property situated wholly or partly within 350 feet of the property to which the rezoning is related. The City of Sartell shall be responsible for mailing such notices.

The City would also recommend that you are prepared to give a presentation with enlarged drawings or elevations of the proposed units, plat and/or other materials that would be helpful for and during the public hearing to better familiarize not only the City Council, but any residents that are present for the public hearing on your proposed land use request.

The City Council shall hold a Public Hearing on the rezoning request. The Council may deny the request for rezoning by motion, approve it by appropriate ordinance, or table it. If approved, City Staff shall revise the official City Zoning Map accordingly.

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.

Signature of Applicant Date

Signature of Owner (s) Date