



REZONING APPLICATION CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the Community Development Manager.
Late or incomplete applications will not be accepted.

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

A. INITIATION OF REZONING: Proceedings for rezoning shall be initiated by: 1) a petition of the owner or owners of the actual property, the zoning of which is proposed to be changed; 2) a recommendation of the planning commission; or 3) by action of the city council.

B. APPLICATION TO REZONE: All applications for rezoning which are initiated by the petitions of the owners of the property shall be filed in the office of the city clerk no later than thirty-days preceding the next regularly scheduled planning commission meeting, and shall be accompanied by a proposed Concept Plan, Site Plan, or Subdivision Map on any new or related development associated with the rezoning request.

The following materials must be submitted for the application to be considered complete:

- Completed Planning Application, with signatures/dates from the Applicant and/or Property Owner, if different from the Applicant. The application must also include the attached "Statement Explaining Escrow Fee Payment" form, to be signed by the Applicant.
- Fee (*including escrow*) as noted in the attached Fee Schedule with Planning Application. Checks made payable to **City of Mendota Heights**.

NOTE: Planning Application fees and escrow fees do not cover building permit fees, utilities, or other fees which may be required after application approval or to complete the proposed project.

- Letter of Intent. The Applicant's letter must include a brief narrative describing and justifying the need of the rezoning request, and provide specific reasons on how the rezoning benefits the city or how the related project and/or development benefits the city.
- One (1) electronic copy via email, flash-drive or similar, plus two (2) full-sized hard copy sets with measurable scale of all required plans
- Electronic and hard copies of all the required materials must be submitted according to the Planning Application submittal schedule.

C. APPLICATION SUBMITTAL REQUIREMENTS:

All applications for rezoning which are initiated by the petitions of the owners of the property shall be filed in the office of the city clerk no later than thirty (30) days preceding the next regularly scheduled planning commission meeting, and shall be accompanied by a proposed Concept Plan, Site/Development Plan, or Subdivision Map on any new or related development associated with the rezoning request.

1. Site and/or Development Plan shall include the following:

- Location of all buildings, including existing and proposed.
- Location of all adjacent buildings located within 350' of the exterior boundaries of the property.
- Floor area ratio.
- Location and number of existing and proposed parking spaces.
- Vehicular circulation.
- Architectural elevations (type and materials used on all external surfaces).
- Sewer and water alignment, existing and proposed.
- Location and candle power of all lights and luminaries.
- Location of all existing easements.

2. Dimension Plan:

- Lot dimensions and area.
- Dimensions of proposed and existing structures.
- "Typical" floor plan and "typical" room plan.
- Setbacks on all structures existing or proposed on property in question.
- Proposed setbacks.

3. Grading Plan:

- Existing contour.
- Proposed grading elevations.
- Drainage configuration.
- Storm sewer catch basins and invert elevations.
- Spot elevations.
- Proposed road profile.

4. Landscape Plan:

- Location of all existing trees, type, diameter and which trees will be removed.
- Location, type and diameter of all proposed plantings.
- Location and material used of all screening devices.

D. REFERRAL TO PLANNING COMMISSION: The city clerk shall refer all applications for rezoning to the planning commission. Upon receipt of the application and other requirements specified in this section, the city clerk shall establish the date for a public hearing by the planning commission and shall be responsible for the mailing and publication of hearing notices.

E. PLANNING COMMISSION HEARING AND RECOMMENDATION: The planning commission shall hold a public hearing affording an opportunity for all parties interested to be heard. The city clerk shall give not less than ten (10) days' nor more than thirty (30) days' notice of time and place of such hearing published in the designated legal newspaper for the city. Such notice shall contain a description of the property proposed to be rezoned and the proposed change in zoning. At least ten (10) days before the hearing, an identical notice shall be mailed to the owner or owners of the property in question and to each of the property owners within three hundred fifty feet (350') of the outside boundaries of the land proposed to be rezoned. Failure to mail such notice or failure of the property owners to receive said notice shall not invalidate the proceedings. Within sixty (60) days after the date of reference by the council, the planning commission shall make a written report to the council stating its findings and recommendations.

F. ACTION BY CITY COUNCIL: Within thirty (30) days after receipt of the report and recommendations from the planning commission, the council shall consider the application. At the time of consideration, the council may take final action or it may continue the discussion from time to time for further investigation. The council may also request further information and report from the planning commission. The council shall not rezone any land in any zoning district without having first referred it to the planning commission. Any other proposed amendment to this chapter may be referred to the planning commission for its consideration and recommendations.

Vote Required for Approval: The city council may, by a majority vote of all members thereof, approve the rezoning of property; except, that where a rezoning changes all or part of an existing classification from residential to either commercial or industrial, a four-fifths ($\frac{4}{5}$) majority vote of all members of the city council is required.