



ZONING ORDINANCE AMENDMENT 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: _____

APPLICATION REQUIREMENTS:

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

- Completed Planning Application, with signatures 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. Letter must include a detailed narrative stating the proposed amendment language, proposed use(s) and reasons for said amendment request. The narrative should also include:
 - The zoning classification or location of the property you wish to implement the amendment.
 - Existing land uses or uses on the subject property or area.
 - What impact(s) does the new amendment have on the surrounding property and land uses?
 - What impacts does the amendment have on the subject property?
 - What impact(s) does the amendment have on city services, such as sewer, water, stormwater runoff, streets, transportation systems and facilities?
 - How does the requested amendment/use result in a better use of the land where proposed?
 - How does the requested amendment/use benefit or result in a positive impact to the community?
- Additional information which may be beneficial such as ordinances from other cities, examples of similar uses/activities in other cities, bona-fide research materials and information, etc.
- One (1) U.S. Mailed copy of the Planning Application and supporting materials – OR – One (1) electronic copy via email of the Planning Application and all supporting materials.

CITY CODE SECTION 12-1L-8: ZONING AMENDMENTS:

- A. Vote Required for Approval:** The city council may, by a majority vote of all members thereof, adopt amendments to this chapter; except, that where an amendment 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.
- B. Initiation of Amendment:** Proceedings for amendment of this chapter shall be initiated by either a petition of the owner or owners of property within a zoning district, by a recommendation of the planning commission, or by action of the city council.
- C. Application for Amendment:** All applications for amendment which are initiated by the owner or owners of property shall be filed in the office of the city clerk and shall state the exceptional conditions claimed as a basis for the amendment.
- D. Referral to Planning Commission:** The city clerk shall refer all applications for amendment to the planning commission. Upon receipt of the application and application fee, the city clerk shall establish a date for a public hearing by the planning commission and shall be responsible for the 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 the time and place of such hearing published in the designated legal newspaper for the city. 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:**
 - 1. Within thirty (30) days after the receipt of the report and recommendations from the planning commission, the council shall consider the amendment.
 - 2. If the planning commission fails to make a report to the council within sixty (60) days after the referral of the application, then the council shall consider the amendment.
 - 3. Failure to receive a report from the planning commission as herein provided shall not invalidate the proceedings or action of the council.
 - 4. At the time of consideration, the council may take final action upon the application or it may continue the discussion from time to time for further investigation.
 - 5. The council may also request further information and report from the planning commission.