



SUBDIVISION AND ZONING REQUEST APPLICATION

City of Prior Lake | Community Development
 4646 Dakota Street SE | Prior Lake MN 55125
 Office: 952.447.9810 | permits@PriorLakeMN.gov

SITE INFORMATION			
Site Address	Lot	Block	Parcel ID
Legal Description of Subject Property			
APPLICANT INFORMATION			
Name			
Address	City	State	Zip
Email	Phone		
PROPERTY OWNER(S) INFORMATION <input type="checkbox"/> Check if information is same as Applicant above			
Name			
Address	City	State	Zip
Email	Phone		
Type of Ownership	<input type="checkbox"/> Fee	<input type="checkbox"/> Contract for Deed	<input type="checkbox"/> Purchase Agreement
ENGINEER/SURVEYOR			
Company Name		Contact	
Email		Phone	
SUBDIVISION REQUEST		ZONING REQUEST	
<input type="checkbox"/> Administrative Combination	<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Annexation	<input type="checkbox"/> Site Plan
<input type="checkbox"/> Administrative Subdivision	<input type="checkbox"/> Final Plat	<input type="checkbox"/> Appeal	<input type="checkbox"/> Zoning Text Amendment
<input type="checkbox"/> CIC Plat	<input type="checkbox"/> Final Plat Minor Amendment	<input type="checkbox"/> Conditional Use Permit	<input type="checkbox"/> Vacation
<input type="checkbox"/> Comprehensive Plan Amendment	<input type="checkbox"/> Final Plat Major Amendment	<input type="checkbox"/> Interim Use Permit	<input type="checkbox"/> Variance
<input type="checkbox"/> Combined Preliminary & Final Plat	<input type="checkbox"/> Planned Unit Development	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Zoning Map Amendment
<input type="checkbox"/> Concept Plan	<input type="checkbox"/> Other	<input type="checkbox"/> Other	
SIGNATURES			
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 City Code and procedural guidelines and understand that applications will not be processed until deemed complete by City Staff.			
Signature of Applicant		Date	
Printed Name of Applicant			
Fee Owner's Signature		Date	
Fee Owner's Printed Name			
STAFF USE ONLY			
Date Received	Project Number		

PROCEDURE FOR AN AMENDMENT TO AN APPROVED CONDITIONAL USE PERMIT REQUEST

Any modifications to approved final Conditional Use Permit (CUP) plans must be reviewed and approved by the City Council. Changes may be classified as minor or major changes and shall be approved according to the following procedures.

Minor Amendments: Minor amendments, according to Section 1151.208 of the City of Prior Lake Zoning Ordinance, are changes that will not have an effect on the following:

- Required parking
- Required yards
- Floor area ratios and ground floor area ratios
- Signage
- Building height
- Density
- Covenants or agreements required by the original approvals

Requests for minor amendments to a CUP require notice to the permit holder and approval by the Planning Commission.

Major Amendments: Major amendments to an approved CUP are changes that affect any of the items listed above. Major amendments require approval of the Planning Commission following a public hearing.

APPLICATION INSTRUCTIONS:

No application will be scheduled for Planning Commission review or a public hearing until all required information is submitted. The following information, along with the attached checklist, constitutes all of the information required for a complete application. The City also reserves the right to request additional information when needed to review an application.

- **Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if an owner representative signs the application.
- **Application Fee:** The non-refundable application fee for a Conditional Use Permit Amendment is per the City Fee Schedule. Cash, check payable to the "City of Prior Lake" or credit accepted.
- **Application Checklist:** The following information is required to be submitted as a part of the application for an amendment to the CUP. *Any item not provided will constitute an incomplete application. Submit the checklist with the application materials.*

CONDITIONAL USE PERMIT AMENDMENT APPLICATION CHECKLIST

SITE ADDRESS: _____
 APPLICANT NAME: _____
 PROPERTY OWNER(S) NAME: _____

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
The following data is required as part of an application for an amendment to an approved Conditional Use Permit.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	
Application (Zoning Code 1151.208)		
1. A complete Application, signed by the applicant and the property owner(s) of the site.		
2. The required application fee per the City Fee Schedule.		
3. A written description of the proposed amendment and how it may move the approved plans.		
4. Two (2) full-scale copies and one (1) 11" X 17" reduction of each sheet of the plans indicating the proposed changes and any supporting data.		
5. Any other information the City finds necessary to determine the impact the proposed modification will have on the health, safety and welfare of property in the City and City residents.		
6. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1-4 as listed above) to: Planning@PriorLakeMN.gov *If over 10MB in size please send/use with any of the following options: Dropbox, weblink to FTP site, or disk drive.		