



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 APPEAL TO THE CITY COUNCIL REQUEST

Overview: When a person objects to the decision of the Planning Commission or Board of Adjustment, he/she/they can appeal to the City Council. Section 1154 of the Code (see below) sets forth the procedure and requirements for the review of appeal requests.

Appeal: The decision of the Planning Commission/Board of Adjustment may be appealed to the City Council by submitting a letter to the City requesting an appeal within five (5) business days of the Planning Commission or Board of Adjustment decision. The applicant, property owner or any affected property owner may appeal the decision of the Planning Commission or Board of Adjustment. Appeals are considered by the City Council following a public hearing. Upon receipt of a complete application, Staff will schedule a public hearing, publish notice of the hearing in the Prior Lake American, notify the party making the appeal and any parties required to be noticed by State Statute or City Code, and any other interested parties as determined by the Zoning Administrator.

1154.300: APPEAL FROM A DECISION OF THE PLANNING COMMISSION/BOARD OF ADJUSTMENT AND APPEALS.

1154.301 Anyone aggrieved (including but not limited to an applicant, affected property owner, or City staff member) by any rule, order, requirement, decision, or determination of the Planning Commission or the Board of Adjustments and Appeals may appeal to the City Council. The appeal shall be made by filing a notice of the appeal ("Notice") with the Zoning Administrator within 5 business days of the date of the written decision. The Notice must include a copy of the decision being appealed, the specific grounds for the appeal and contact information for the party making the appeal. The applicable fees set forth in the City Fee Schedule shall be paid when the appeal is filed.

1154.302 **Appeal Hearing.** The Zoning Administrator shall schedule an appeal hearing before the City Council within 45 days of receiving a Notice. The Zoning Administrator shall provide mailed notice of the hearing to the party making the appeal, any parties required to be noticed by State Statute or City Code, and any other interested parties as determined by the Zoning Administrator.

1154.303 **Decision.** At the hearing, the City Council shall hear a report from staff, from the appellant and from any other parties the City Council determines appropriate to recognize. No new evidence or information will be permitted at an appeal hearing before the City Council. Within a reasonable time after a hearing, the City Council shall issue a decision on the appeal which decision shall affirm, reverse, or modify the decision that is being appealed. The decision shall be in writing, shall be accompanied by findings based upon the record and shall be provided to interested parties as required by State Statute and City Code and as determined appropriate by the Zoning Administrator.

APPLICATION INSTRUCTIONS

No application will be considered until all required information is submitted. The following information, along with the attached checklist, is required for a complete application. The City also reserves the right to request additional information when needed to review an application.

- **Application Fee:** The non-refundable application fee for an Appeal is per the City Fee Schedule. Cash, check payable to the “City of Prior Lake” or credit accepted.
- **Signed Application:** A completed application form signed by the applicant and property owner(s) with rationale for the appeal request.
- **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application. Submit the checklist with the application materials.*

APPEAL 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 appeal application according to the City of Prior Lake Zoning Ordinance.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	
Application (Zoning Code 1154.300)		
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 copy of the decision being appealed.		
4. A narrative and any necessary material that states and supports the rationale for the appeal.		