



# 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](mailto: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 THE COMPREHENSIVE PLAN LAND USE MAP REQUEST

**Overview:** When a person wishes to use property for a purpose that is not permitted in the existing zoning district, that use can only be permitted if the property is rezoned. The zoning of a property must also be consistent with the Comprehensive Plan Land Use Map designation and Development Staging Plan. If a person is proposing a rezoning inconsistent with the Comprehensive Plan designation, the Comprehensive Plan Land Use Map must also be amended. A copy of the Comprehensive Plan Land Use Map is available for review or purchase from the Community Development Department.

**Pre-application Procedure:** Before making application for an amendment to the Comprehensive Plan Land Use Map, persons are encouraged to meet with a member of the Community Development Staff to discuss the following:

- City plans and policies that might relate to or affect the property.
- Preliminary development or building plans for the property.

If a decision is made to proceed after the advisory meeting(s), a formal application is required. ***The Community Development Staff also suggests the applicant hold a neighborhood meeting prior to the public hearing to discuss plans for the property.***

**Process:** Within ten (10) business days of submission of the application, the applicant will receive formal, written notice from the City about whether the application is complete. Within 30 days of receipt of a complete application, the Community Development Department will schedule a public hearing for review by the Planning Commission.

**Timing:** Public hearings are scheduled for the Planning Commission on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month April through October. Planning Commission meetings are held the 2<sup>nd</sup> Monday of each month November through March. Complete applications must be submitted to the Community Development Department at least thirty (30) days prior to the scheduled meeting to allow publication of hearing notice. The Community Development Department will publish a notice in the *Prior Lake American* and notify the applicant and other affected property owners of the date and time the proposal will be heard by the Planning Commission as required by State Statute. The City may also post a sign on the site identifying the property has a pending application.

**Staff Report:** The Community Development Department will prepare a staff report which: 1) explains the request; 2) reviews the policies for approving an amendment as contained in the Zoning Code and how the proposal relates to those policies; and 3) provides a recommendation.

**Hearing:** A public hearing will be held by the Planning Commission. The Commission will review the staff report and hear from the applicant. Public testimony on the request will also be

taken. The Planning Commission, after reviewing all of the information, will make a recommendation to the City Council on the application based on findings addressing the relationship of the proposed amendment to the policies outlined in the Comprehensive Plan and the guidelines established by the Metropolitan Council.

Any additional exhibits submitted by the applicant (at the hearing or prior to the hearing) such as photographs, petitions, etc. must be entered into the public record and submitted to the Community Development Department for the file.

**City Council Review:** The City Council will review the application and the recommendation of the Planning Commission, along with the record of the public hearing and other pertinent information. **The City Council review of this application is not a public hearing, and the Council may or may not choose to hear testimony. In any case, no new evidence may be introduced to the City Council following the close of the public hearing.**

If the City Council approves the proposed amendment, a resolution approving the amendment will be forwarded to the Metropolitan Council for its approval. The resolution shall be effective upon approval by the Metropolitan Council.

## **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 a Comprehensive Plan Amendment is per the City Fee Schedule. Cash, check payable to the “City of Prior Lake” or credit accepted.
- **Signed Application:** Include authorization from the property owner(s) if an owner representative signs the application. The application must identify the existing Comprehensive Plan designation as well as the proposed designation.
- **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.*

## AMENDMENT TO THE COMPREHENSIVE PLAN LAND USE MAP 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 to amend the official Comprehensive Plan Land Use Map.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	
<b>Application (Zoning Code Section 1153.300)</b>		
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 narrative identifying the existing Comprehensive Plan designation for the site as well as the proposed designation.		
4. A complete legal description of the property. In addition, a location map identifying the property must be submitted.		
5. A radius map, list, and two (2) sets of labels of the names and addresses of the owners of property located within 500 feet of the subject site. These shall be obtained from, and certified by, an abstract company.		
6. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1, 3 and 4 as listed above) email to: <a href="mailto:Planning@PriorLakeMN.gov">Planning@PriorLakeMN.gov</a>  *If over 10MB in size please send/use with any of the following options: Dropbox, weblink to FTP site, or disk drive.		