



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 THE OFFICIAL ZONING 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 types of uses permitted in each zoning district are contained in the Zoning Code. The boundaries of each zoning district are depicted on the Zoning Map. The Zoning Code and Zoning Map are available at PriorLakeMN.gov.

Pre-application Procedure: Before making application for an amendment to the Official Zoning 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 meetings, 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 or notify the applicant that additional review time is necessary.

Timing: Public hearings are scheduled for the Planning Commission on the 2nd and 4th Mondays of each month April through October. Planning Commission meetings are held the 2nd 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 notices 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 proposed 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 following policies:

1. The area, as presently zoned, is inconsistent with the policies and goals of the Comprehensive Plan, or the land was originally zoned erroneously due to a technical or administrative error, or

2. The area for which rezoning is requested has changed or is changing to such a degree that it is in the public interest to rezone so as to encourage redevelopment of the area, or
3. The permitted uses allowed within the proposed Zoning District will be appropriate on the subject property and compatible with adjacent properties and the neighborhood.

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.**

APPLICATION INSTRUCTIONS

No application will be scheduled for a Planning Commission Public Hearing 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.

4. **Application Fee:** The non-refundable application fee for a Zoning Map Amendment is per the City Fee Schedule. Cash, check payable to the "City of Prior Lake" or credit accepted.
5. **Signed Application:** A completed application form signed by the owner or owners of the property. This application form must identify the existing Zoning District as well as the proposed Zoning District. Include authorization from the property owner on the application form or by attached letter of authorization if an owner representative signs the application.
6. **Application Checklist:** The attached checklist identifies the necessary information. *Failure to provide any of the required information will result in an incomplete application.* **Attach the checklist with the application materials.**

REZONING APPLICATION CHECKLIST

SITE ADDRESS: _____

APPLICANT: _____

PROPERTY OWNER(S) NAME: _____

EXISTING ZONING DISTRICT: _____

PROPOSED ZONING DISTRICT: _____

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
The following data is required as part of an application to amend the official Zoning Map 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		
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 complete legal description of the property to be rezoned. In addition, a location map identifying the property must be submitted.		
4. A radius map and a list and two (2) sets of labels of the names and addresses of the owners of property located within three hundred fifty (350) feet of the subject site. These shall be obtained from and certified by an abstract company.		
5. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1 and 3-4 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.		