



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 TEXT OF THE CITY ZONING CODE, SUBDIVISION CODE OR COMPREHENSIVE PLAN REQUEST

Overview: When a person wishes to change a provision of the City Zoning Code, Subdivision Code or Comprehensive Plan, an amendment to the text of the code or plan is required.

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

- The reason for the proposed amendment (a written description of the amendment should be brought to the meeting).
- Identification of the document to be changed.
- City plans or other policies that might relate to or affect the amendment.

If a decision is made to proceed after the advisory meetings, a formal application is required.

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 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. There is a public need for the amendment, or
2. The amendment will accomplish one or more of the purposes of the Zoning Code, the Comprehensive Plan or other adopted plans or policies of the City, or
3. The adoption of the amendment is consistent with State and/or federal requirements.

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 amendment is approved, it is effective following publication of the ordinance in the Prior Lake American.

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.

- **Application Fee:** The non-refundable application fee for a text or comprehensive plan amendment is per the City Fee Schedule. Cash, check payable to the “City of Prior Lake” or credit is accepted.
- **Signed Application:** A completed application form.
- **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 ZONING CODE, SUBDIVISION CODE, OR COMPREHENSIVE PLAN APPLICATION CHECKLIST

APPLICANT: _____

CODE SECTION TO BE AMENDED: _____

REQUIRED INFORMATION	LOCATION	VERIFY (Staff Use Only)
The following data is required as part of an application to amend the official text of the Zoning Code, Subdivision Code, or Comprehensive Plan.	Indicate where this information is provided in the application materials such as sheet #, narrative, or other attached report.	
Application		
1. A complete Application Form, signed by the applicant.		
2. The required application fee per the City Fee Schedule.		
3. The specific description of the amendment, including the section to be amended, the existing language and the proposed language.		
<p>4. One (1) digital copy submitted by email (if under 10MB in size*), regarding the Listed Application Requirements; (Items 1 and 3 as listed above) to: Planning@PriorLakeMN.gov</p> <p>*If over 10MB in size please send/use with any of the following options:</p> <p>Dropbox, weblink to FTP site, or disk drive.</p>		