



DATE REC'D: _____

AMENDMENTS TO: ZONING ORDINANCE APPLICATION

PLANNING DEPARTMENT

\$300.00 one-time Administration Fee

SECTION 1:

_____ PLANNING CASE NO

_____ DATE FILED

SECTION 2:

APPLICANT: _____ PHONE NO.: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SECTION 3:

LOCATION OF PROPERTY: _____

PROPERTY ADDRESS (If applicable): _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SUBDIVISION: _____

LEGAL DESCRIPTION:

WETLANDS PRESENT? YES NO

_____ TOTAL ACREAGE

_____ PRESENT ZONING DESIGNATION

_____ REQUESTED ZONING DESIGNATION

_____ PRESENT LAND USE

_____ REQUESTED LAND USE

WHAT TYPE OF CHANGE IS REQUESTED TO BE MADE TO THE ZONING ORDINANCE?

WHAT SECTION OF THE ORDINANCE IS THE REQUEST TO AMEND?

JUSTIFICATION FOR THE PROPOSED AMENDMENT

EXISTING USE OF PROPERTY:

PROPOSED USE OF PROPERTY:

SECTION 4:

PROPERTY OWNER: _____ PHONE NO: _____

STREET ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____

AGENT HAVING CONTROL OVER LAND: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SURVEYOR: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CONTRACTOR: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

ENGINEER: _____ **PHONE NO.** _____

STREET ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

SECTION 5:

This application must be completed in full and be typewritten or clearly printed and must be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should confer with the Planning Department to determine the specific ordinance and procedural requirements applicable to your application.

A determination of completeness of the application will be made within ten business days of application submittal. A written notice of application deficiencies shall be mailed to the applicant within ten business days of application.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has also signed this application.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I further understand that additional fee may be charged for consulting fees, feasibility studies, etc. with an estimate prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

The City hereby notifies the applicant that development review cannot be completed within 60 days due to public hearing requirements and agency review. Therefore, the City is notifying the applicant that the City requires an automatic 60-day extension for development review. Development review shall be completed within 120 days unless the applicant approves additional review extensions.

I hereby agree to reimburse the City for all expenses beyond the filing fee cost incurred reviewing and processing the application, concept PUD, and materials submitted.

Signature of Applicant

Title

Date

Signature of Property Owner

Title

Date

Signature of Fee Owner

Date

Application received on _____ Fee Paid _____ Receipt No. _____

LE SUEUR PLANNING COMMISSION:

___ RECOMMENDATION TO DENY
___ RECOMMENDATION TO APPROVE

This application on: _____
Date

LE SUEUR CITY COUNCIL:

___ DENIED
___ APPROVED

This application on: _____
Date

A copy of the staff report will be mailed to the applicant's address on the Friday prior to the meeting.

**AMENDMENTS TO ZONING ORDINANCE
INSTRUCTIONS**

VARIANCE PERMIT FEES:

\$300.00 one-time Administration Fee

Additional information may be required upon determination from the Zoning Administrator. Additional information may include but no limited to the following:

- Environmental Impact Study (EIS)
- Environmental Assessment Worksheet (EAW)
- Alternate Urban Area-Wide Review (AUAR)
- Transportation Impact Study
- Other research as deemed necessary