

City staff use only:
 Project #: _____
 Submitted by: _____
 60 Days: _____



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

REZONING APPLICATION

Site Address:			
Legal Description of the Property:			
Lot:		Block:	
		Addition:	
PIN:			
Is the property Abstract: <input type="checkbox"/> or Torrens: <input type="checkbox"/> <i>(to verify call the Anoka County Assessor's Office at (763)323-5400 with the property PIN number)</i>			
Zoning:			
Current Zoning:		Requested Zoning:	
Reason for Request (Select one of the following):			
<p>1. Zoning designation was wrong: <input type="checkbox"/></p> <p>2. Times and conditions have changed: <input type="checkbox"/></p> <p style="text-align: center;">** The burden of proof is upon the applicant.</p>			
Property Owner Information:			
Property Owner : _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Signature _____		Date _____	
Please note: If the <u>property owner</u> has not signed the application, the application is incomplete.			
Applicant:			
Applicant _____		Phone _____	
Contact Person _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	

Required Materials:

Applicants will be informed of application completeness within 15 business days of submittal

The following information shall be submitted prior to review by the City of Andover:

- A complete application and fee.
- A letter summarizing the request (*see criteria for granting a rezoning request*).
- A scaled drawing or Certified Survey of the property and structures affected showing:
 - Scale
 - North arrow
 - Dimensions of the property and structures
 - Front, side, and rear yard building setbacks
 - Adjacent streets
 - Location and use of existing structures within 100 feet.
- The names and addresses of all property owners within 350 feet of the subject property.

FEES AND APPLICANT ACKNOWLEDGEMENT

Rezoning Application Fees: Application fees shall be paid at the time of application and shall cover such costs as review by the Andover Review Committee, attorney, site inspections, etc.

Fees	
1. The following fees shall be paid upon submittal of the application:	
<u>FEE DESCRIPTION</u>	<u>AMOUNT</u>
a. Application Fee	\$ 400.00
b. Public Notification Sign (<i>required</i>)	\$ 30.00
Total Application Fee:	\$ _____

Applicant Acknowledgement (*please sign in the space provided below*)

I hereby submit this Rezoning Application and declare **THAT THE INFORMATION AND MATERIAL SUBMITTED WITH THIS APPLICATION IS COMPLETE AND ACCURATE** per City Ordinances and policy requirements.

I understand that **ONLY COMPLETE APPLICATIONS AND FEES** will be accepted and forwarded to the City Council for approval or disapproval. I understand that the application will be processed in sequence with respect to other submittals.

Applicant's Signature

Date

The following section is for City staff use only:

Fee Paid _____ Date Paid _____ Receipt No. _____

Submittal date: _____ 60 Day date: _____ 120 Day date: _____

CRITERIA FOR GRANTING A REZONING REQUEST

In granting a Rezoning Request, the City Council shall consider the advice and recommendation of the Planning and Zoning Commission and:

1. The effect of the proposed use upon the health, safety, morals, and general welfare of occupants of surrounding lands.
2. Existing and anticipated traffic conditions including parking facilities on adjacent streets and lands.
3. The effect on values of property and scenic views in the surrounding area.
4. The effect of the proposed use on the Comprehensive Plan.

***** Zoning must be in conformance to the Comprehensive Plan. If not, a Comprehensive Plan Amendment is needed.***

Note: The following is information that all applicants should read and understand.

Rezoning Request Process

A Public Hearing notice will be sent out to all property owners and residents within 350' feet of the proposed property.

A sign stating "Proposed Land Use Change" will be placed on the property to be rezoned in order to inform interested residents (for Public Hearing information please call the informational hotline at (763) 767-5126).

City staff will conduct a site inspection and photograph the property.

A Public Hearing is held at the Planning and Zoning Commission Meetings. Questions may be addressed to the applicant from the Commission or the public.

IT IS IMPORTANT THAT THE APPLICANT ATTEND THE PLANNING AND ZONING MEETING(S).

The Planning and Zoning Commission either votes to forward the item to the City Council with a recommendation of approval or denial, or table the item in order to obtain further information.

The item is placed on the City Council agenda as either a discussion or non-discussion item. The City Council will either approve, deny, or table the request.

The Zoning Map will be amended to reflect the proposed change.