



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

## APPLICATION DEADLINES & MEETING DATES

**These dates do not apply to applications related to plats. Please see the reverse side of this sheet for description of the preliminary plat review process.**

APPLICATION DEADLINE	*** PLANNING COMMISSION	**CITY COUNCIL
12/22/20	01/12/21	02/02/21
01/19/21	02/09/21	03/02/21
02/16/21	03/09/21	04/06/21
03/23/21	04/13/21	05/04/21
04/20/21	05/11/21	06/01/21
05/18/21	06/08/21	07/06/21
06/22/21	07/13/21	08/03/21
07/20/21	08/10/21	09/07/21
08/24/21	09/14/21	10/05/21
09/21/21	10/12/21	11/03/21*
10/19/21	11/09/21	12/07/21
11/23/21	12/14/21	01/04/22

- Application will be reviewed for completeness. Incomplete applications will not be scheduled for a Planning Commission meeting. Applicants will be notified within ten days of submittal if the application is incomplete.
- Planning Commission meets at 7:00 p.m. in the Council Chambers, City Hall.
- City Council meets at 7:00 p.m. in the Council Chambers, City Hall.
- Applicant must be present at all Planning Commission and City Council meetings for action to be taken.
- \* The dates marked by asterisk have been changed due to a holiday or another event on the regular Tuesday dates.
- \*\* If an item is not controversial, it may be moved to the second City Council meeting of the same month at staff's discretion.
- \*\*\* Applications involving the platting of property may not be placed on the Planning and Zoning Commission agenda until after the review of the Andover Review Committee.

For easy access to applicable requirements visit [www.andovermn.gov](http://www.andovermn.gov) and click on City Code.  
 For application forms click on city departments, planning and application forms.



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### Residential Sketch Plan Process (Typical)

Time Elapsed	Action	Result
5 days	Application submitted	Staff review for completeness. Application rejected if incomplete.
15 days	Staff review #1	Staff review for compliance with City Code. Comments provided to applicant.
25 days <sup>1</sup>	Applicant revises plans and addresses review comments in writing	Resubmit plans and written responses to City.
The review and revision cycle will continue until the sketch plan substantially conforms to the City Code.		
46 days	Schedule Public Hearing	Planning Commission Public Hearing/ Comments on Sketch Plan.
60 days <sup>2</sup>	City Council Meeting	Council Comments on Sketch Plan.

### Preliminary Plat Review Process (Typical)

Cumulative Time Elapsed	Action	Result
10 days	Application submitted to City	Review for completeness Application rejected if incomplete
15 days	Staff Review #1	Staff comments provided to applicant
25 days <sup>1</sup>	Applicant Revises Plans	Submit revised plans to City
40 days	Staff Review #2	Staff comments provided to applicant
50 days <sup>1</sup>	Applicant Revises Plans	Submit second revision of plans to City
<b>Watershed district approval required before public hearing will be scheduled</b>		
65 days	Schedule Public Hearing	Planning Commission Public Hearing/ Recommendation to City Council
79 days <sup>2</sup>	City Council Meeting	Preliminary Plat Approval/Denial

<sup>1</sup>Assumes applicant revises and resubmits plans ten days after receiving staff comments.

<sup>2</sup>Actual review process may take more or less time depending upon compliance with applicable requirements and the number of plan revisions that are necessary.

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