

PROCESS AND PROCEDURES FOR LAND USE APPLICATIONS

(Check all that apply)

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|---|---|---|
| <input type="checkbox"/> Conditional Use Permit | <input type="checkbox"/> Zoning Amendment – Text | <input type="checkbox"/> Minor Subdivision/Lot Split |
| <input type="checkbox"/> Interim Use Permit | <input type="checkbox"/> Zoning Amendment – Map | <input type="checkbox"/> Preliminary Plat/Final Plat |
| <input type="checkbox"/> Variance | <input type="checkbox"/> Comprehensive Plan Amendment (CPA) | <input type="checkbox"/> Planned Unit Development (PUD) |
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> PUD Amendment | |

Process for Application and Review

The following general process applies to all land use applications made at the City. This information is provided to assist the Applicant in working through the City's review process and ultimate approval or denial of the request. Requirements specific to, or above and beyond those identified hereafter, related to a specific application request are identified on the individual land use application forms. The following checklist is provided to help you, if you have any specific questions or need clarification please contact the Community Development Department.

	Steps
1	Set up a pre-application meeting with the City to discuss your request and make sure you have identified the correct application and supporting materials to submit for review. Depending on your project, you may need more than one application.
2	Review the Application(s) form to understand what materials you will need to submit. Each form has a detailed list of materials to submit with your application. Do your best to fill out the form and include ALL items on the list. If you have any questions regarding what to submit, contact the City for clarification.
3	Your project may require approval and/or permits from other regulatory agencies, including but not limited to, the Watershed District, Anoka County, and MnDOT. Contact each agency prior to submitting an application to the City.
4	Bring your application, including the forms and documentation, to the city and pay all fees and escrows in full. You must submit all materials, including the escrow, no later than the application deadline for the Planning Commission date you wish to have your application considered.
5	The city will review your application for completeness. Within 15 days, you will be notified as to whether your application is complete for review or if additional materials are necessary.
6	If complete, the City will distribute a staff report and supporting materials to the Planning Commission prior to the Planning Commission meeting at which the application will be considered.
7	If a public hearing is required, the Planning Commission will provide notice in the city's official newspaper and to the adjacent property owners no less than 10 days prior to the hearing.
8	The Planning Commission shall hold their meeting to review the application and hold the Public Hearing. They will make a recommendation to the City Council that will include comments from the public hearing, and any conditions or thoughts about the application.
9	The City Council may hold the Public Hearing, if not held at the Planning Commission and shall follow the process as identified in item 7.
10	The City Council shall review the application and either approve or deny the proposed application. A formal opinion shall be made and communicated to the applicant.