

## **Application Review Process**

Land use and subdivision applications are due on the first business day of each month. After submission, applications are routed (15-business days allowed) for department/consultant/agency/utilities review and determination of completeness.

If an application is deemed complete, it will be scheduled for review by the Planning Commission and City Council. This usually takes place during the subsequent month, however scheduling is often contingent upon the specific request and whether a public hearing is required and by which body.

If an application is deemed incomplete, a letter will be sent out identifying the items that are incomplete within the 15-business day period following submission.

Land use applications are processed in accordance with the timeline provisions in Minnesota Statutes, section 15.00: Within 60-days unless an extension is executed by the City for an additional 60-days.

Subdivision applications are processed in accordance with Minnesota Statutes, section 468.358, Subd. 3b:120 days for a preliminary plat and 60-days for a final plat.

## **Applications/Submittals**

### **Variance**

City Code Section 129-39 (a) states that a variance may be granted to provide relief to a landowner where the application of the City Code imposes practical difficulty for the property owner. No public hearings by the Planning Commission or City Council is required but Planning Commission review and recommendation is required prior to City Council consideration. Courtesy mailed notification to neighboring property owners is provided by USMail in advance of both the Planning Commission and City Council meetings. *Refer to City Code Sec. 129-39.*

### **Expansion Permit**

City Code Section 129-40 (a) states that an expansion permit for a nonconforming structure may be granted to provide relief to the landowner

where the application of the City Code imposes practical difficulties. Courtesy mailed notification to neighboring property owners is provided by USMail in advance of both the Planning Commission and City Council meetings. *Refer to City Code Sec. 129-40.*

### **Conditional Use Permit (CUP)**

CUP applications require review by the Planning Commission and a public hearing by the City Council and require publication of a hearing notice in the local newspaper a minimum of 10-days prior to the public hearing; also mailed notice to all property owners of record per Hennepin County within 350 feet, a minimum of 10-days prior. *Refer to City Code Sec. 129-38.*

### **Zoning Amendment**

A zoning text amendment or rezoning application requires review by the Planning Commission and a public hearing by the City Council and requires publication of a hearing notice in the local newspaper a minimum of 10-days prior to the public hearing; also mailed notice to all property owners of record per Hennepin County within 350 feet, a minimum of 10-days prior. *Refer to City Code Sec. 129-34.*

### **Major Subdivision**

Preliminary Plat review requires public hearing by both Planning Commission and City Council and requires publication of a hearing notice in the local newspaper a minimum of 10-days prior to the public hearing; also mailed notice to all property owners of record per Hennepin County within 350 feet, a minimum of 10-days prior. Final Plat does not require review by the PC nor is a public hearing required. Final Plat review is not required by the Planning Commission before City Council action. A public hearing is not required. A registered property abstract or report is required to be submitted with the Final Plat for review and preparation of a title opinion by the City Attorney. *Refer to City Code Sec. 121-61 and City Code Sec. 121-87.*

### **Minor Subdivision**

A minor subdivision as described in Sec. 121-35 (1) of the City Code contains three or fewer residential lots and does not involve the construction of public facilities or public improvements. No public hearings by the Planning Commission or City Council is required but Planning Commission review and recommendation is required prior to City Council consideration.

Courtesy mailed notification to neighboring property owners is provided by USMail in advance of both the Planning Commission and City Council meetings. *Refer to City Code Sec. 121-34.*

### **Waiver of Platting**

City Code Section 121-33 (2) allows for a parcel of land that has been combined for tax purposes or for other reasons to be separated or divided if a waiver of platting is approved by the City Council. The waiver of platting does not disqualify the involved parcels from lot of record status. The waiver of platting must comply with all planning and zoning standards and objectives. Waiver of platting does not require Planning Commission review and recommendation prior to Council consideration unless a variance is required or is requested by the City Council. Courtesy mailed notification to neighboring property owners is provided by USMail in advance of both the Planning Commission and City Council meetings.

### **Boundary Adjustment**

City Code Section 121-33 (1) allows for administrative approval of a relocation of boundary line between 2 abutting, existing parcels of property; such relocation not causing the creation of anew parcel or parcels and such relocation does not violate the zoning ordinance. *Refer to City Code Sec. 121-33 (1).*

### **Subdivision Exemption**

City Code Section 121-33 (3) allows for City Council review and approval of a subdivision exemption in any case in which compliance with City Code Sec. 121-33 (3) will result in an unnecessary hardship to the property owner and the request is not contractor to the planning regulations, the City Council may waive such compliance by adoption of a resolution to that effect and the conveyance may then be recorded. The City Council, may, at its option, refer such applications to the Planning Commission for review and recommendation before action.

### **Street Vacation**

Vacation of streets and public easements is regulated by Minnesota State Statutes 412.851. In summary, vacation application require review by the Planning Commission and a public hearing to be held by the City Council which is preceded by two weeks published and posted notice; also mailed

notice to all property owners of record within 350 FT. There are also additional DNR review regulations if the street, alley, public grounds, way or any part terminates at or abuts upon any public water which requires written notice of the petition by certified mail at least 30 days before the public hearing. To obtain a copy of the statutes related to street vacations, please visit the following website: [www.revisor.mn.gov](http://www.revisor.mn.gov).