



ZONING AMENDMENT INFORMATION

2415 Wilshire Boulevard, Mound, MN 55364
Phone 952-472-0600 FAX 952-472-0620

The City Council may adopt amendments to the Zoning Ordinance and zoning map in relation to land uses with a particular district or to the location of the district lines. Such amendments shall not be issued indiscriminately, but shall only be used as a means to reflect changes in the goals and policies of the community as reflected in the Plan or changes in conditions in the City.

REQUIRED SUBMITTALS

1. Accurately completed application form, including name, address and day phone of both applicant and owner. Also any fees and escrow deposits as indicated on the application form.
2. **CURRENT CERTIFICATE OF SURVEY**: 2 copies drawn to-scale and one copy 8-1/2" x 11" (may be reduced). **Survey must include all of the items listed on the City of Mound Survey Requirements.**
3. A **certified list and two sets of labels** from Hennepin County Property Division of all property owners within 350 feet of the subject property will be required. City staff will assist you in obtaining this list. The applicant will be responsible for the payment of any fees charged by Hennepin County for this service.
4. Surveyor to submit proposed legal descriptions in electronic form to SarahSmith@cityofmound.com.

COMPLETE / INCOMPLETE APPLICATIONS

An incomplete application will delay the processing of land use requests. The application approval time commences and an application is considered officially filed when City staff has received and examined the application and determined that the application is complete. The decision whether the application is complete or incomplete shall be made within fifteen (15) business days following submittal of the application. When the application is deemed to be "complete" it shall be placed on the agenda of the first possible Planning Commission meeting occurring approximately thirty (30) days from the date of official submission of the application.

PAYMENT OF FEES

The applicant acknowledges that she / he understands that before this request can be considered, all required fees (including all deposits) must be paid to the City in advance. If additional fees are required to cover costs incurred by the City, the City Manager has the right to require additional payment from one or more of the applicant, who shall be jointly liable for such fees. Such expenses may include (but are not limited to) direct city payroll and overhead costs, fees paid to consultants and other professionals, and the cost of printing, mailing and supplies. The City may withhold final action on a land use application and /or rescind prior action until all miscellaneous fees have been paid.

Land Use Application Outstanding Balances (Effective 12/13/05)

Any and/or all outstanding balances from an applicant must be paid before a new land application from that applicant will be accepted and deemed to be complete. Any and/or all outstanding balances from a previous application seeking the same type of approvals involving the same parcel must be paid before the new application will be accepted and deemed complete.

ESCROW / BILLING POLICY

Applicants are advised that an escrow deposit is required at the time of the submittal of the development application to offset costs associated with the proposed project. The amount of the escrow is determined based upon the estimated costs of the project.

The City of Mound will provide a quarterly billing of all itemized charges that have been incurred. Remaining escrow monies will be returned after written request to the City, no sooner than 60 days after release of the resolution for filing.

ABOUT THE MEETINGS

On the Thursday just prior to the Monday Planning Commission meeting, a copy of staff's recommendation and a copy of the agenda for that meeting will be mailed to the applicant and owner. The Planning Commission is an advisory body to the City Council the City Council makes all final decisions.

THE APPLICANT OR A DULY AUTHORIZED AGENT MUST BE PRESENT AT THE PLANNING COMMISSION AND CITY COUNCIL MEETINGS TO ANSWER QUESTIONS.

A public hearing on all rezoning shall be held by the City Council. Notice of the hearing will be published in the official newspaper. The same notice will be mailed to the owners of property located within 350 feet of the outer boundaries of the land proposed to be rezoned.

Application deadline is 12:00 p.m., the first business day of each month prior to the scheduled Planning Commission meeting (i.e. January 1 for February meeting). The Planning Commission Board of Appeals meets on the first Tuesday of each month at 7:00 p.m. at City Hall.

2020 Meeting Dates and Application Deadlines

Application Deadline	Planning Commission 1st Tuesday at 7:00 p.m.	City Council 4th Tuesday at 7:00 p.m.
Dec 2	Jan 7	Jan 28
Jan 2	Feb 4	Feb 25
Feb 3	Mar 3	Mar 24
Mar 2	Apr 7	Apr 28
Apr 1	May 5	May 26
May 1	Jun 2	Jun 23
Jun 1	Jul 7	Jul 28
Jul 1	Aug 18 (rescheduled)	Aug 4
Aug 3	Sep 1	Sep 22
Sep 1	Oct 6	Oct 27
Oct 1	Nov 17 (rescheduled)	Nov 24
Nov 2	Dec 1	Dec 22
Dec 1	Jan 5 (2021)	Jan 26 (2021)
Jan 4 (2021)	Feb 2 (2021)	Feb 23 (2021)

2020 Fees

Application fee: \$350
Escrow Deposit: \$750



ZONING AMENDMENT APPLICATION

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Application Fee and Escrow Deposit required at time of application.

Case No. _____

City Council Date: _____

Planning Commission Date: _____

Please type or print clearly

Applicant Info	Name _____ Email _____
	Address _____
	Phone Home _____ Work _____ Fax _____

FOR AMENDMENT TO THE ZONING ORDINANCE COMPLETE THE FOLLOWING

It is requested that Section 350: _____ of the Mound Zoning Ordinance be amended as follows:

Reason for amendment _____

FOR AMENDMENT TO THE ZONING MAP / ZONING DISTRICT COMPLETE THE FOLLOWING

It is requested that the property described below and shown on the attached site plan be rezoned

from zone _____ to zone _____.

Address & Legal of Subject Property	Address _____ Lot _____ Block _____ Addition _____ PID# _____ Current Zoning: R1 R1A R2 R3 B1 B2 B3 (Circle one)
Owner of Subject Site	Name _____ Email _____ Address _____ Phone Home _____ Work _____ Fax _____
Present Use of Property	_____ _____ _____
Reason for Amendment	_____ _____ _____

I certify that all of the statements above and statements contained in any required papers or plans to be submitted herewith are true and accurate. I acknowledge that I have read all of the information provided and that **I am responsible for all costs incurred by the City related to the processing of this application.** I consent to the entry in or upon the premises described in this application by any authorized official of the City of Mound for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Applicant's Signature _____ Date _____

Owner's Signature _____ Date _____