

**APPLICATION FOR CONSIDERATION OF PLANNING/ZONING REQUEST**

City Planner  
Lori Johnson  
612.364.3029  
WSB  
701 Xenia Ave S, Suite 300  
Minneapolis, MN 55416

Case No: \_\_\_\_\_  
Fee: \_\_\_\_\_ Pd. \_\_\_\_\_  
Escrow Amt: \_\_\_\_\_ Pd. \_\_\_\_\_  
Date Filed: \_\_\_\_\_

*Please read carefully and answer all questions thoroughly. Only complete applications will be accepted after validation by the City Planner and prior to acceptance of required processing fees/deposits.*

Street Location of Property: \_\_\_\_\_

Legal Description of Property  
(Attach additional sheet if necessary): \_\_\_\_\_

Owner: Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email: \_\_\_\_\_

Applicant (If other than owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone(Home): \_\_\_\_\_ (Business): \_\_\_\_\_ (Fax): \_\_\_\_\_

Email: \_\_\_\_\_

Type of Request(s):

- \_\_\_\_\_ Preliminary Plat / Final Plat
- \_\_\_\_\_ Site and Building Plan (Major or Minor?)
- \_\_\_\_\_ Site Alteration/Tree Preservation Plan
- \_\_\_\_\_ Lot Division/Consolidation
- \_\_\_\_\_ Rezoning
- \_\_\_\_\_ Variance (Major or Minor?)
- \_\_\_\_\_ Conditional Use Permit / Interim Use Permit
- \_\_\_\_\_ Comprehensive Plan or Ordinance Amendment
- \_\_\_\_\_ Administrative Permit
- \_\_\_\_\_ Appeals / Other \_\_\_\_\_

Description of Request(s): \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Existing Use of the Property: \_\_\_\_\_

If a request for a planning/zoning action on the subject site or any part thereof has been previously sought, please describe it below:

What? \_\_\_\_\_

When? \_\_\_\_\_

Project Name, if applicable: \_\_\_\_\_

I hereby apply for the above consideration and declare that the information and materials submitted with this application are in compliance with City Ordinance and Policy Requirements and are complete and accurate to the best of my knowledge. I understand that the application will be processed for the next available meeting agenda after review of the information submitted to determine if any other data is needed and completion of a staff report.

I understand that all City incurred professional fees and expenses associated with the processing of this request are the responsibility of the property owner and/or applicant and should be promptly paid. If payment is not received from the applicant, the property owner acknowledges and agrees to be responsible for the unpaid fee balance either by direct payment or a special assessment against the property.

**(If the property fee owner is not the applicant, the applicant must provide written authorization by the owner to make application.)**

Signature(s) of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Signature(s) of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by the Planning Commission on: \_\_\_\_\_ (date)

Approved \_\_\_\_\_ Denied \_\_\_\_\_ by the City Council on: \_\_\_\_\_ (date)

c: Applicant, Property Owner, Architect/Contractor, City Planner, City Attorney, City Engineer, Building Official, Septic System Inspector, City Forester, City Clerk, City Treasurer, Property File