



City of Grant
 P.O. Box 577
 Willernie, MN 55090
 www.cityofgrant.us

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 Email: clerk@cityofgrant.us

COMPREHENSIVE PLAN OR ZONING AMENDMENT (MAP OR TEXT)

Application Date:	
Fee: \$100	Escrow: \$1,000

Any Comprehensive Plan Amendment, or Zoning Amendment shall be considered for consistency among both the adopted Comprehensive Plan and the official Zoning Ordinance.

PARCEL IDENTIFICATION NO (PIN):	LOT SIZE:
OWNER: Name: Address: City, State, Zip: Phone: Email:	APPLICANT <i>(if different from Owner)</i> : Name: Address: City, State, Zip: Phone: Email:
REQUESTED ACTION: <input type="checkbox"/> Map Amendment <input type="checkbox"/> Text Amendment <input type="checkbox"/> Map & Text Amendment	
IF MAP AMENDMENT, REQUEST TO REGUIDE LAND USE AND/OR ZONING FROM: _____ TO: _____ <i>*Please note that you will need to amend both the zoning and use if a map change is requested</i>	
APPLICABLE ZONING CODE SECTION(S): <i>Please review the following documents to assist with your request.</i> 1. City Code Chapter 32, Zoning 2. City of Grant Comprehensive Plan	

Required Signatures

*** Note: All parties with a fee interest in the real estate must sign this application before the City will review for completion! ***

Applicant

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Fee Title Property Owner *(if different from Applicant)*

Name: _____
(Please print)

Address: _____

City, State, Zip: _____

Phone: _____

Cell Phone: _____

Email: _____

Signature: _____

Date: _____

Checklist:

Please review the attached checklist. Minnesota State Statute 15.99 provides the City of Grant 15 business days to determine the application’s completeness. Completeness depends on whether or not the applicable checklist items are fulfilled and submitted with your application.

Review Deadline and Timeline:

All applications must be received by the deadlines as posted on the City’s website. Failure to submit by the date shown may result in a delay in the scheduling of the application for public hearing. Meeting the deadline does not guarantee that an application will be heard at the next meeting. To improve likelihood of appearing on an agenda, it is recommended that applications be submitted earlier than deadline.

According to Minnesota State Statute 15.99 a Comprehensive Plan Amendment or Zoning Amendment has a Statutory review period of 60 days, with the City’s ability (which includes city staff and consultants) to extend the review period for an additional 60 days if necessary due to insufficient information, directive to provide additional information, the tabling or postponement of an application, lack of quorum, or schedules. Applicants shall be aware that Comprehensive Plan Amendments also require review by the Metropolitan Council which may impact time for a decision.

Application for Planning Consideration Fee Statement:

(Please read carefully and understand your responsibilities associated with this land use application)

The City of Grant has set forth a fee schedule by City Ordinance as posted on the City’s website. The City of Grant utilizes consulting firms to assist in the review of projects. The consultant and city rates are available upon request. By signing this form, the Applicant accepts sole responsibility for any and all fees associated with the land use application from the plan review stage; the construction monitoring stage; and all the way to the release of any financial guarantees for an approved project. In the event the Applicant fails to make payment of all fees associated with the project, the City of Grant will assess any unpaid or delinquent fees related to this application or project against the subject property. If a project is denied by the City Council or withdrawn by the Applicant, the fees associated for the project until such denial or withdrawal, remain the Applicant’s responsibility.

Review and Recommendation by the Planning Commission. The Planning Commission shall consider oral or written statements from the Applicant, the public, City staff and its Consultants and/or its own members. It may question the Applicant and may recommend approval, disapproval, or table by motion the application. The Commission may impose necessary conditions and safeguards in conjunction with their recommendation.

Review and Decision by the City Council. The City Council shall review the application after the Planning Commission has made its recommendation. The City Council is the only body with the authority to make a final determination and either approve or deny the application.

***Please note that if your request is granted, it does not represent any specific project approvals related to your property. Additional applications and processes may be required if your amendment is approved.*

I/WE UNDERSTAND THE FEE STATEMENT AND RESPONSIBILITIES ASSOCIATED WITH THIS LAND USE APPLICATION:

Applicant

Fee Title Property Owner
(if different from Applicant)

Signature

Signature

Printed Name

Printed Name

Date

Date

** For Applicant's use and records

Comprehensive Plan or Zoning Amendment Checklist

The following materials must be submitted with your application in order to be considered complete. If you have any questions or concerns regarding the necessary materials please contact the City.

COPIES: One (1) Electronic copy of your full submission; Two (2) 11x17 half scale scalable hard copy plan sets (if applicable).

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- Current Text or Map in Comprehensive Plan and/or Zoning Ordinance:** The following must be included in your submittal.
- Chapter and Section Number (if applicable)
 - Existing Text of the Section (if applicable)

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- Proposed Text and/or Map Changes:** Submit your proposed changes to the text or Map, or both. Please make sure to consider how your changes may affect different chapters in the Comprehensive Plan or ordinance, and consider this when you submit your application. Make sure to address all areas that might be affected by your changes. For example, a land use change might impact the traffic and transportation section, so make sure to address both chapters.

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- Written Narrative:** Your description should include how you intend to use and/or benefit by the Comprehensive Plan or Zoning Ordinance Amendment and should include the following:
- Address how the proposed Comprehensive Plan Amendment or Zoning Amendment will affect adjacent properties.
 - Does your proposed map change or language affect any other section in the Comprehensive Plan?
 - Does your proposed map change or language affect density? Increase or decrease?

- Any ***graphic representation*** of how the amendment(s) will benefit your property (if applicable), this may include a Site Plan.

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- Paid Application Fee: \$100

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- Paid Escrow*: \$1,000 *Any remaining funds, after expenses, are returned to the applicant. Expenses incurred over \$1,000 will be billed to the Applicant.
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