



# REZONING APPLICATION

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## **REZONING APPLICATION PROCEDURE**

1. Obtain application packet and set up meeting with the City Planner.
2. The complete submittal, as specified on the checklist, must be received by 4:30 p.m. of the specified deadline day.
3. Rezoning of property requires a public hearing. The applicant or agent should attend the Planning Commission meeting and the City Council meeting as indicated on agendas mailed to you.

## **BRIEF DESCRIPTION OF REZONING PROCESS**

After receipt, the City Planner will evaluate your application for a rezoning. The City Planner will review the documents you submit and will prepare comments and recommendations regarding the application.

Information regarding your request will be sent to property owners within 350 feet of the project area prior to the Planning Commission meeting. You and the members of the Planning Commission will receive a copy of the City Planner's report prior to the meeting.

At the public hearing, the City Planner will present the report. You will be given an opportunity to address the Commission for additional comments at your discretion. Also, anyone who wishes to speak or comment on the proposal will be allowed to do so. After questions or comments by the Planning Commission members, the Commission will make a recommendation on the request. The City Council will make the final determination on the request.

**The Planning Commission and City Council will grant a rezoning only on proof of one of the following:**

1. The times and conditions have changed warranting the rezoning.
2. There was a mistake made with the original zoning.

## **REZONING APPLICATION CHECKLIST**

1. Completed application form including a statement regarding the request.
2. Application fee.
3. Plat/survey showing request.
4. One 11" x 17" reproducible copy of the plan.
5. Any additional material.

For the City of Champlin to accept an application submittal, all of the above information shall be submitted by the application deadline date. An incomplete application may delay the request with exceptions to the deadline only as approved by the City Planner. If you should have any questions on this application, please contact the City Planner at 763-923-7102 or [schulte@ci.champlin.mn.us](mailto:schulte@ci.champlin.mn.us).