



REZONING – CODE AMENDMENT APPLICATION

11955 Champlin Drive / Champlin, MN 55316 / Phone: 763-923-7104 / www.ci.champlin.mn.us

For the City of Champlin to accept an application submittal, all of the following information shall be submitted at least 30 days prior to the Planning Commission scheduled meeting dates. If any portion of your submittal is incomplete, it may not be accepted or placed on the next Planning Commission agenda. If you should have any questions on the application, please contact Community Development at 763-923-7104 or lsmith@ci.champlin.mn.us.

Process Steps

1. Obtain planning application form and information from Community Development Department.
2. Review meeting schedule, application deadlines, relevant City Code, and pre-application materials and contact Community Development prior to the application deadline.
3. Submit application including the application form, fee and all other items included on the checklist below.
4. Rezoning and zoning code amendment approvals require a public hearing at Planning Commission and approval by City Council. The applicant or applicant's agent shall attend the Planning Commission and City Council meetings which address this project.
5. If applicable, review and enter into a development agreement with the City.
6. If the application is approved, the approved resolution must be submitted to Hennepin County for recording and proof of recording must be remitted to the City.

Relevant City Code (Sec. 126-39)

Demonstrate consistency with comprehensive plan. If a proposed rezoning is not consistent with the city's comprehensive plan, the applicant shall apply for a comprehensive plan amendment concurrently with the rezoning application.

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.

Sec. 126-39. - Zoning code amendments and rezoning:

https://library.municode.com/mn/champlin/codes/code_of_ordinances?nodeId=PTIILADERE_CH126ZO_ARTIIADEN_DIV1GE_S126-39ZOCOAMRE

Submittal Checklist

1. Completed application form
2. A statement regarding the request including but not limited to the following:
 - a. *Consistency with comprehensive plan.* If a proposed rezoning is not consistent with the city's comprehensive plan, the applicant shall apply for a comprehensive plan amendment concurrently with the rezoning application. Applicant must indicate why the proposed amendment is superior to the existing plan and changes that have occurred that make the amendment appropriate.
 - b. The present zoning district classification of the property and the proposed zoning district classification
 - c. The present use of each separately owned tract within the subject property area, and the intended use of each tract of land therein
 - d. An explanation of how the rezoning will conform with the general zoning pattern of the neighborhood, and the zoning plan of the entire city
3. Application fee
 - a. Fee: \$300
 - b. Escrow: \$1,000
4. Three (3) copies of a map showing the property to be rezoned, the present zoning of the surrounding area for at least a distance of 350 feet, including the street pattern of such areas
5. One 8 ½" x 11" or 11" x 17" reproducible copy of the plan
6. Any additional material in support of the request

Process Following Application Submittal

After receipt, your application will be evaluated by the City staff. The criteria for this evaluation will be the degree of compliance between the proposal and the City Code, which specifies the grounds for granting a **rezoning**. The City will prepare comments and recommendations regarding the application.

Information regarding your request will be sent to property owners within 350-500 feet of your property prior to the meeting for which you are scheduled. You will receive a copy of the report prior to the meeting.

At the public hearing, the City will present the report and the recommendations. You will be given an opportunity to address the Commission and make any comments. Next, the Commission will open the public hearing and allow for any additional testimony. After questions and comments, the Planning Commission will discuss the request and make a formal recommendation to the City Council. The City Council will act on the request at their meeting.