

## ZONING AMENDMENT (REZONING OR TEXT AMENDMENT)

### APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property.
- Attach a written narrative explaining the reason for the application.
- Submit three 24" X 36" plan sets.
- Submit one 11" X 17" and one 8½" X 11" reductions of all maps/exhibits.
- Provide plans in a .pdf format via CD or e-mailed to [kdennis@cottagegrovemn.gov](mailto:kdennis@cottagegrovemn.gov).
- Submit the \$600.00 application fee.

### APPLICATION REVIEW PROCESS

- Applicant submits application, exhibits, narrative explaining application, and application fee. If the proposed rezoning is not consistent with the Comprehensive Plan, the applicant must also apply for a comprehensive plan amendment.
- The City determines if application is complete.
- The City will notify property owners with 500 feet of the subject property.
- The City will publish the public hearing notice in the *South Washington County Bulletin*.
- Planning Staff prepares the staff report.
- Planning Commission holds public hearing.
- Planning Commission and Planning staff recommendations forwarded to City Council.
- Action by City Council.
- The City publishes the Ordinance.
- Zoning change effective 30 days after publication.