



CITY OF PARK RAPIDS
212 Second Street West
Park Rapids, MN 56470
(218) 237-2746

Application # _____
P.I.D. # _____
FEE: \$175
(Escrow \$500)
**(Plus \$175 when Comprehensive
Plan Revision is Required)**

REQUEST FOR ZONING AMENDMENT

The applicant will be required to meet with the Park Rapids Zoning Administrator for a pre-application meeting. At this meeting, the applicant will receive a copy of the Amendment request requirements found in the Park Rapids Zoning Ordinance regarding other information that may be necessary as part of the application process. All required graphics, application form, maps, surveys or general development plans (as applicable) providing information on the requested change shall be submitted as part of a complete application.

If the amendment involves consideration of change to the Comprehensive Plan land use map and/or goals and policies, the Planning Commission shall review the request and provide written comment to the City Council prior to Council action.

Applicant(s): _____ Date: _____

Applicant(s) Address: _____

City, State, Zip: _____ Phone: _____

Email Address: _____

Legal Description of property: (if applicable) _____

Property address if different from applicant(s): (if applicable) _____

Please note the type of Amendment you are requesting:

- _____ Zoning District boundary amendment (indicate on zoning map)
- _____ Zoning District Regulation amendment (note section #'s below)
- _____ Zoning Ordinance Provision amendment (note section #'s below)
- _____ Comprehensive or Land Use Plan amendment. (note section #'s below)

Briefly describe the requested amendment and the expected effect of the proposal: (include copy of map or indicate ordinance section #'s if applicable)

Description of Adjacent Land Uses and Zoning Classifications within a 100 foot radius:

I/We hereby certify that I/we am/are the owner or authorized agent of the aforementioned property.*

Date: _____

(Signature of Applicant(s))

**Authorized agent may be the City of Park Rapids or a person with a contingency on a purchase agreement for said property. Zoning amendment, if approved, will take effect after purchase of property is final.*

FILING REQUIREMENTS:

1. **Completed** application form indicating location of the property, name and address of the property owner and applicant, location and use of existing structures within a 100-foot radius and a narrative statement explaining the nature of and reason for the request. Application must be signed by the applicant and the property owner.
2. General development plan showing the potential development of the property indicating proposed streets, buildings and landscaping.
3. Fee of \$175 plus \$500 escrow, plus \$175.00 if Comprehensive Plan Revision is required.

ALL MATERIALS MUST BE SUBMITTED INCLUDING AN 8 ½ X 11 OR AN 11 X 17 FORMAT SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.

PROCEDURE:

1. By Applicant:

- Submit all filing requirements to the Planning Department at least 30 calendar days prior to an available Planning Commission meeting date for a thorough site evaluation.
- Attend all Planning Commission and City Council meetings at which the application is scheduled for action.

2. By City Staff:

- Conduct a thorough site evaluation and review.
- Schedule public hearing before the Planning Commission. Mail notice of public hearing to property owners within 350 ft. radius of applicant's property.
- Place application on an available City Council agenda. Notify applicant of meeting date.
- Inform applicant of City Council action. If request is granted, provide applicant with a copy of the resolution and ordinance stating the conditions upon which approval is granted. If denied, provide applicant an explanation of the basis for denial.

Purpose for Fees and Escrow

Fees: The application fees are used for staff time for case review and preparation of documents and for postage to mail the required notices to required properties. These fees do not include recording fees or publication fees.

Escrow: The City uses staff to review applications in addition to consultants for engineering, legal and environmental reviews. The escrow is used to pay for costs, including but not limited to, staff review time, consultants, as well as meeting with applicants, neighborhood meetings, preparation of staff reports, preparation of legal documents, publication of the public hearing notice in the Enterprise, and recording and additional publication fees, where required. Once the escrow is used additional escrow funds may be required to be submitted prior to further processing of the request. (See Agreement to pay professional fees)

Acknowledgment and Signature:

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Park Rapids to take action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the Ordinance of the City of Park Rapids, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees and charges incurred by the City for the examination and review of this application.

Signature of Applicant(s)

Signature of Property Owner

Date

Date

An application shall only be considered complete if it includes all necessary information regarding applicant's request, application fee, an escrow payment, and an executed agreement to pay city professional fees.

For Office Use Only:

Approval _____ Denial _____ *recommended* by the Planning Commission on _____ by _____ (date)

(Chair, Planning Commission)

Approval _____ Denial _____ by the City Council on _____ by _____ (date) (Mayor)

Complete Application accepted on: _____ (date)

**ADDENDUM TO DEVELOPMENT APPLICATION
AGREEMENT TO PAY CITY PROFESSIONAL FEES**

Applicant(s) Name

Address of Property Involved

I/we, the undersigned Applicant(s), hereby agree that I/we will pay all fees and charges that may be incurred by the City for planning, engineering, legal, and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. I/we agree to deposit the funds in escrow with the City. The City will make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for recording and professional services are in excess of funds placed in escrow, additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the City.

Signature of Applicant(s)

Date

