



**REZONING APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

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Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

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Fee Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ E-mail: \_\_\_\_\_

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Address or General Location of Property: \_\_\_\_\_

Legal Description of Property (attach a separate sheet if necessary): \_\_\_\_\_

Acreage of Property: \_\_\_\_\_

Present Land Use Designation: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Land Use Designation: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Explain or justify your need to rezoning the subject property: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner Signature (if different from applicant)

\_\_\_\_\_  
Date



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**Application Fee & Escrow**

Fee: \$1,500  
Escrow: \$2,000\*

\*All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by city staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

**Items to Accompany Rezoning Application**

- \_\_\_\_\_ 1. Rezoning checklist (attached hereto) for submittal requirements. Applicant is responsible for ensuring and verifying that all information indicated on this checklist is submitted to the City. If you have any questions on the applicability of checklist items, please contact the City’s Community Development Director.
- \_\_\_\_\_ 2. Concept Site Plan Drawing, if applicable.
- \_\_\_\_\_ 3. Property Report/Title Commitment.
- \_\_\_\_\_ 4. Signed Payment of Costs Agreement.

**Acceptance of Application**

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted. This application may also be subject to acceptance by the City Development Review Committee and review of application and approval may also be required and must meet engineering requirements set forth by the City Engineer or contained in the City Code.

Date Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Application Number: \_\_\_\_\_

\_\_\_\_\_  
Planning/Community Development Director Date

\_\_\_\_\_  
City Administrator Date

The signature and acceptance by city staff does not constitute approval of the application.



## REZONING APPLICATION FILING REQUIREMENT INFORMATION

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### Filing Requirement Information

In accordance with the provisions of Minnesota State Statutes, the City Council may from time to time change the zoning of parcels of land within the community. These changes in zoning classification are for the purpose of meeting the land use needs of the residents of the City in conformance with the City's Comprehensive Plan. The City cannot consider rezoning a parcel unless the zoning would be in conformance with the Comprehensive Plan. Chapter 38-37 of the City Code addresses the procedures for rezoning, which can be accessed online at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com). The City's current Comprehensive Plan can also be accessed online.

An application for rezoning a parcel of land is reviewed and recommended on by the City's Planning Commission and then approved or denied by the City Council. The Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

Rezoning requires a public hearing before the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject property at least ten days prior to the hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. In compliance with applicable state statutes, the City may extend the application review period for another sixty (60) days with written notice to the applicant.

**NOTE:** The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review site plan concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com) or by phone at (651) 204-6027.

NO.	CHECKLIST ITEM	DATE INFO RECEIVED	CHECKED BY
1	Complete Applicant data on Application Form		
2	<p>Written Narrative addressing the following:</p> <p>___ a) State what the existing zoning classification is and what the proposed zoning classification is.</p> <p>___ b) State what the surrounding properties are zoned.</p> <p>___ c) Is the rezoning in conformance with the Comprehensive Plan Land Use Plan? If not, a Land Use Plan Amendment will be required.</p> <p>___ d) Is proposal in conformance with the rest of the goals and policies identified in the City's Comprehensive Plan? If yes, how so?</p> <p>___ e) Is the proposal in compliance with the 35E Corridor Study, if applicable?</p> <p>___ f) How will the traffic generated from the existing zoning classification differ?</p> <p>___ g) Does the proposed rezoning create any utility or drainage concerns?</p> <p>___ h) Does the applicant have a development project readily available for the subject parcel of land? If so, please explain.</p>		

**Application certified complete by:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_