



City of Apple Valley
 Planning and Development Department

REZONING OR ZONING AMENDMENT SUBMITTAL CHECKLIST

A rezoning of a property is proposed when the zoning ordinance does not permit a desired use at a certain location. Requests for rezoning should be discussed in terms of their effect on the purpose and intent of the Comprehensive Plan, as well as their effect on the general health, safety, and welfare of the City. Generally, a rezoning hearing is held in conjunction with a subdivision and/or a Comprehensive Plan amendment.

An amendment to the zoning ordinance is requested when an existing zoning designation does not allow for a desired use, but the use is generally compatible with the overall zoning designation. Zoning amendments are typically used for planned developments.

_____ **Complete Application form and fees**

- Requested zoning
- names, addresses, telephone numbers of owner, developer, surveyor and/or engineer
- contact person

_____ **Abstractor's certificate** of property ownership of all parcels within 350 feet including subject parcel. Mailing labels are also required.

_____ **Exact legal description** and Dakota County property identification number

_____ **Signed Deposit Agreement** and required escrow

_____ **If the site is adjacent to a State highway, the applicant must submit three (3) complete copies of plats to the Minnesota Department of Transportation. Mn/DOT also requires the submittal two (2) copies of other review documents, such as site plans and grading plans.**

TIMETABLE

* Staff reviews preliminary plat application material within 10 days of receipt of application. **Only complete application will be reviewed.** If application is incomplete, staff notifies applicant within 10 days of receipt of partial application. If application is complete, the proposal is scheduled for public hearing approximately three weeks after application deadline.

* All questions and issues raised by Planning Commission and members of the public must be satisfactorily answered by the applicant before Commission will make a recommendation to the City Council. Typically, the Planning Commission does not take action on an item the night of its public hearing. At its next meeting, unless significant issues remain unresolved, the Planning Commission will likely vote on approval of the project. The item will continue to be placed on Planning Commission agendas until a recommendation for approval or denial of the petition can be forwarded to the City Council. Once recommendation is made, the petition goes to City Council at its next regularly scheduled meeting.

* The City Council has 120 days from receipt of complete application to either approve or deny the application, or to submit an extension letter stating when it intends to take action. If no major Comprehensive Plan amendment is needed, the City Council may approve the rezoning ordinance on the same night as its first hearing. If a major Comprehensive Plan amendment is needed, the City Council awaits approve of the proposal by the Metropolitan Council, then adopts the rezoning ordinance at the next regularly scheduled meeting.