



*East Bethel Community Development*  
 2241 221st Ave. NE • East Bethel, MN 55011  
 Phone: (763) 367-7844 • Fax: (763) 434-9578

## REZONING – ZONING MAP AMENDMENT

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

**APPLICATION FEE: \$1,000                      ESCROW: \$1,000\***

\*CONSULTING FEES ACCRUED FROM THE CITY ENGINEER, CITY ATTORNEY, ETC WILL BE TAKEN FROM THE ESCROW AMOUNT. THE REMAINING ESCROW WILL BE REFUNDED AFTER THE PROJECT IS FINISHED AND HAS MET ALL OF THE CONDITIONS DURING FINAL INSPECTION. THE APPLICATION FEE IS NON-REFUNDABLE.

NAME OF PROJECT (IF APPLICABLE): \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_

LOCATION PID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

**PROPERTY OWNER:**

NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

**APPLICANT:**

SAME AS PROPERTY OWNER

NAME: \_\_\_\_\_  
 PHONE: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 CITY/STATE/ZIP: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

\_\_\_\_\_  
 PROPERTY OWNER SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

**OFFICE USE ONLY**

DATE SUBMITTED: \_\_\_\_\_

60 DAYS: \_\_\_\_\_

TOTAL FEE PAID: \_\_\_\_\_

120 DAYS: \_\_\_\_\_

ESCROW APPLICATION SUBMITTED: \_\_\_\_\_

SL     PF     LU

# SECTION 4 – ZONING ORDINANCE TEXT AND MAP AMENDMENTS



## 11. - Zoning ordinance text and map amendments.

- A. *Purpose.* This section specifies the procedures for amendments to the text of this chapter or associated official zoning map.
- B. *Application.*
- 1) An amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map may be initiated by a simple majority of the city council. Any persons owning property within the city, or their designated agent, may initiate an application to amend the district boundaries or designation on the official zoning map for property in which they have a real estate interest.
  - 2) A request for an amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map shall be filed with the city on an official application form. Such application shall be accompanied by a fee as set forth by the city council. Such application shall include detailed written and graphic materials fully explaining the request. The city may require that the applicant submit the following information before the application can be deemed complete:
    - a) The name and address of the applicant(s) and fee owners;
    - b) The legal description of the area proposed to be rezoned;
    - c) The name and addresses of all the owners of property lying within such area, and a description of the property owned by each;
    - d) The present zone classification of the area and the proposed zone classification;
    - e) A description of the present use of each separately owned parcel within the area, and the intended use of any parcel of land therein;
    - f) A site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping, and other improvements;
    - g) A statement of how the rezoning would fit in with the general zoning pattern of the neighborhood, and the zoning plan of the entire city;
    - h) A survey showing the property to be rezoned, and the present zoning of the surrounding area for at least a distance of 350 feet in all business districts and R-1 and R-2 districts, and 1,250 [feet] in the RR district, including the street pattern of such area, together with an abstractor's certificate with the names and addresses of the owners of the land in each area;
    - i) Proof of ownership of the property;
    - j) Such other information as the city may require.
- C. *Notice.*
- 1) Pursuant to Minnesota Statutes, an application for an amendment to the text of this chapter or a change in the boundaries or designations in the official zoning map shall be approved or denied within 60 days from the date of its official and complete submission. The 60-day review period can be extended an additional 60 days pursuant to Minn. Stats. § 15.99. If the initial 60-day review period is extended, the city must provide written notice of the extension to the applicant before the end of the initial review period.
  - 2) Upon receipt of a complete application as determined by the city, and following preliminary staff analysis of the application, the city, when appropriate, shall set a public hearing following proper

hearing notification. Notice of said hearing shall be published in the official newspaper at least ten days prior to the hearing. Written notification of said hearing shall also be mailed at least ten days prior to the hearing to all owners of land within 350 feet of the boundary of the property in question if the property to which the amendment applies is an area of five acres or less.

- 3) Failure of a property owner to receive said notice shall not invalidate any such proceedings as set forth within this chapter provided a bona fide attempt to comply with the provisions of this chapter has been made. A copy of the notice and a list of the property owners and addresses to which the notice was sent shall be made a part of the record.

D. *Procedure.*

- 1) The planning commission shall consider possible adverse effects of the proposed amendment. Its judgment shall be based upon, but not limited to, the following:
  - a) The proposed action has been considered in relation to the specific policies and provisions of, and has been found to be consistent with, the city comprehensive plan;
  - b) The proposed action meets the purpose and intent of this chapter and in the case of a map amendment, it also meets the purpose and intent of the individual district;
  - c) There is adequate infrastructure available to serve the proposed action;
  - d) There is an adequate buffer or transition between potentially incompatible districts;
  - e) The proposed type of building development is in the best interest of the entire city;
  - f) The proposed action will not adversely affect property values; and
  - g) The proposed action is in the interest of the health, safety, and welfare of the public.
- 2) The planning commission, city council, and city staff shall have the authority to request additional information from the applicant.
- 3) The applicant or the applicant's representative may appear before the planning commission in order to present information and answer questions concerning the proposed request.
- 4) The planning commission shall make findings of fact and make a recommendation on the request. Such recommendation shall be in writing and accompanied by the report and recommendation of the city staff.
- 5) Upon receiving the report and recommendation of the planning commission and the city staff, the city shall schedule the application for consideration by the city council. Such reports and recommendations shall be entered in and made a part of the permanent record of the city council meeting.
- 6) Approval of a request shall require passage by a majority vote of the entire city council, except that an amendment changing a district from residential to commercial or industrial shall require a two-thirds majority vote.

# Land Use Escrow Application

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

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Type of Land Use Application: \_\_\_\_\_

| Person/Company paying the escrow     | Person/Company receiving returned escrow<br>(if different from the person/company paying the escrow than permission is needed) |
|--------------------------------------|--|
| Name: _____                          | Name: _____  |
| Phone: _____                         | Phone: _____   |
| Email: _____                         | Phone: _____   |
| Mailing Address: _____               | Address: _____   |
| _____                                | _____  |
| Amount entered into escrow: \$ _____ | Email: _____   |

|  | Escrow Amount                     |
|--|-----------------------------------|
| <b>Type of Land Use Application</b>  |                                   |
| Tax Increment Financing  | \$12,000                          |
| Preliminary Plat   | \$5,000                           |
| Major Mining Permit  | \$1,500                           |
| Admin. Subdivision, Comp Plan Amendment, Metes and Bounds Split, Minor Mining Permit, Site Plan Review, Vacation, Zoning Map Amendment                             | \$1,000                           |
| Final Plat   | \$1,000 +<br>\$50/Lot if new road |
| Environmental Review   | \$650                             |
| Concept Plan Review, Conditional Use Permit, Conditional Use Permit Amendment, Grading Permit, Planned Unit Development Amendment, Variance, Zoning Text Amendment | \$500                             |
| Interim Use Permit/Amendment   | \$300                             |

**Escrow Information**

Escrow is set aside for attorney, consulting, engineering, and other misc. fees. If the City of East Bethel is to acquire these fees while working on your Land Use Application, than you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned once the work has been approved by the Building and/or Community Development Director.

Escrow Payer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Community Development Staff: \_\_\_\_\_ Date: \_\_\_\_\_

***East Bethel Community Development***

2241 221<sup>st</sup> Ave NE | East Bethel, MN 55011  
Phone: (763) 367-7844 | Fax: (763) 434-9578

# Application Deadlines for 2020

Planning staff has ten (10) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff. These dates do not pertain to Subdivisions applications.

| <b>Application Deadline<br/>To be submitted by 4pm<br/>(30 days prior to PC meeting)</b> | <b>Planning Commission Meeting</b> |
|--|------------------------------------|
| Friday, December 27, 2019  | <b>January 28, 2020</b>            |
| Monday, January 27, 2020   | <b>February 26, 2020</b>           |
| Friday, February 21, 2020  | <b>March 24, 2020</b>              |
| Friday, March 27, 2020   | <b>April 28, 2020</b>              |
| Friday, April 24, 2020   | <b>May 26, 2020</b>                |
| Friday, May 22, 2020   | <b>June 23, 2020</b>               |
| Friday, June 26, 2020  | <b>July 28, 2020</b>               |
| Friday, July 24, 2020  | <b>August 25, 2020</b>             |
| Friday, August 21, 2020  | <b>September 22, 2020</b>          |
| Friday, September 25, 2020   | <b>October 27, 2020</b>            |
| Friday, October 23, 2020   | <b>November 24, 2020</b>           |
| Friday, November 20, 2020  | <b>December 22, 2020</b>           |

**Planning Commission meetings** are held on the 4<sup>th</sup> Tuesday of the month, unless a holiday falls on that day.

**City Council meetings** are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the month, unless a holiday falls on that day.

Changes to meeting dates will be posted on the East Bethel City website.

## CONTACT LISTS FOR REVIEW OF DEVELOPMENT PROJECT

If the box is checked, you must provide a letter of approval, copy of minutes, or other documentation as it relates to your project to the City of East Bethel Planning/Building Department as part of your application for submittal.

### CITY

- City Attorney**  
Eckberg Lammers  
1809 Northwestern Ave. S.  
Stillwater, MN 55082  
(651) 967-7344  
[www.eckberglammers.com/](http://www.eckberglammers.com/)
  
- City Engineer**  
Hakanson Anderson  
Attn: Craig Jochum  
3601 Thurston Ave.  
Anoka, MN 55303  
763-427-5860  
[www.haa-inc.com/](http://www.haa-inc.com/)

### HIGHWAY/TRANSPORTATION

- Traffic Engineering Manager**  
Anoka County Highway Department  
1440 Bunker Lake Blvd.  
Andover, MN 55304  
763-862-4231  
[www.anokacounty.us/307/Highway-Department](http://www.anokacounty.us/307/Highway-Department)
  
- Development Review Coordinator**  
MN Dept of Transportation  
Metro Division, Waters Edge  
1500 West County Road B-2  
Roseville, MN 55113  
651-234-7500  
[metrodevreviews.dot@state.mn.us](mailto:metrodevreviews.dot@state.mn.us)

### JOINT APPLICATION REQUIRED (WETLANDS/WATERWAYS)

- Anoka Conservation District**  
Attn: Wetland Specialist  
1318 McKay Dr NE, Suite 300  
Ham Lake, MN 55304  
763-434-2030, ext. 14  
<https://www.anokaswcd.org/>
  
- Area Hydrologist**  
MN Dept of Natural Resources  
1200 Warner Road  
St. Paul, MN 55106-6796  
651-259-5802  
<https://www.dnr.state.mn.us/>
  
- Ecological Services**  
MN Dept of Natural Resources  
1200 Warner Road  
763-200-2581  
<https://www.dnr.state.mn.us/>
  
- Board of Water & Soil Resources**  
651-296-6736  
<http://www.bwsr.state.mn.us/>
  
- U.S. Army Corps of Engineers**  
180 Fifth St East, Suite 700  
St. Paul, MN 55101  
651-290-5282  
<https://www.mvp.usace.army.mil/>
  
- Sunrise Watershed Management Organization**  
19511 E. Tri Oak Cir  
Wyoming, MN 55092  
763-434-9652  
[LAM3@ISD.net](mailto:LAM3@ISD.net)
  
- Upper Rum River Watershed Management Organization**  
19900 Nightingale St. NW  
Oak Grove MN 55011  
651-259-5755  
<http://www.urrwmo.org/>