



*East Bethel Community Development*  
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## Zoning Map/Text Amendment Checklist

Zoning Map/Text Amendments 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. The City shall approve or deny a completed application within 60 days, with an additional 60 days allowed with written notice to the applicant before the end of the initial review period. The following information is included in Section 4-11 of the City Zoning Ordinance.

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### Required Materials Checklist

- Land Use Application
  - Fees + Escrow
    - Zoning Map Amendment
      - \$1,000 Application Fee
      - \$1,000 Escrow
    - Zoning Text Amendment
      - \$500 Application Fee
      - \$500 Escrow
  - Written or graphic material describing the request. Including:
    - The legal description of the area proposed to be rezoned
    - The name and addresses of all the owners of property lying within such area, and a description of the property owned by each
    - The present zone classification of the area and the proposed zone classification
    - A description of the present use of each separately owned parcel within the area, and the intended use of any parcel of land therein
    - A site plan showing the location and extent of the proposed building, parking, loading, access drives, landscaping, and other improvements
    - 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
    - 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 the MXU all business districts and R-1, R-2 and CL districts, and 1,250 feet in the RR district, including the street pattern of such area, together with addresses of the owners of the land in each area
    - Proof of ownership of the property
  - Other information as required by Community Development staff
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### Planning Commission and City Council Process

Step 1: The application will be reviewed by City staff for completeness

Step 2: The City staff will prepare a report on the application to be presented to the Planning Commission.

Step 3: The Planning Commission will review the application and make a recommendation to the City Council based upon, but not limited to, the following:

- 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
- The proposed action meets the purpose and intent of City Code Appendix A, Section 4-11 and in the case of a map amendment, it also meets the purpose and intent of the individual district
- There is adequate infrastructure available to serve the proposed action
- There is an adequate buffer or transition between potentially incompatible districts
- The proposed type of building development is in the best interest of the entire city
- The proposed action will not adversely affect property values
- The proposed action is in the interest of the health, safety, and welfare of the public

Step 4: The City Council may approve the amendment based on the Staff report and recommendation by the Planning Commission

Step 5: 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

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