



City of Maplewood
Community Development Department
1830 County Road B East | Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

Fee: \$1,650

REZONING or ZONING TEXT AMENDMENT FILING REQUIREMENTS

Please email the following upon submission of your online application unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. [Property Owner Authorization form](#) (if the application is submitted by someone other than the property owner)
2. Adobe.pdf file of all application documents and project plans 8 ½" x 11" in size.
3. A written statement describing the property's intended use/zoning designation and why the City should approve your request. If the request is to change the text of the city's ordinance, identify the section of the ordinance you are proposing to change and detail the justification for the proposed text change.
4. Among other things, the city council or the planning commission is required to consider specific criteria when reviewing a proposal to change the zoning map or text of the ordinance. Please review the criteria listed below:
 - Assure that the proposed change is consistent with the spirit, purpose, and intent of this chapter.
 - Determine that the proposed change will not substantially injure or detract from the use of neighboring property or from the character of the neighborhood and that the use of the property adjacent to the area included in the proposed change or plan is adequately safeguarded.
 - Determine that the proposed change will serve the best interests and conveniences of the community, where applicable, and the public welfare.
 - Consider the effect of the proposed change upon the logical, efficient, and economical extension of public services and facilities, such as public water, sewers, police and fire protection, and schools.
 - Be guided in its study, review, and recommendation by sound standards of subdivision practice where applicable.
 - Impose such conditions, in addition to those required, as are necessary to ensure that the intent of this chapter is complied with, which conditions may include but not be limited to harmonious design of buildings; planting and the maintenance of a sight or sound screen; the minimizing of noxious, offensive or hazardous elements; and adequate standards of parking and sanitation.
5. An application fee of \$1,650. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

NOTES

Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.

The Community Development Director may require a consultant, such as a landscape architect, forester or appraiser, to review your application. If the Director requires a consultant's review, you must provide a cash escrow to pay this fee. One of the planners will notify you if the Director requires a consultant.



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REZONING or ZONING TEXT AMENDMENT PROCEDURE

- Submit the application using the Accela Citizen Access (ACA) portal at www.maplewoodmn.gov/ACA; all supplemental documents should be e-mailed directly to the City Planner.
- Once the City considers your application(s) complete the City's review of and Council's action on your application(s) will take 60 to 120 days
- City Staff will schedule a public hearing with the Planning Commission. The Planning Commission meets on the third Tuesday of the month at 7 p.m.
- The Planning Commission will make a recommendation to the City Council.
- City Staff will schedule a public meeting with the City Council. The City Council will then make a decision.
- City staff will notify you of all meetings.

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