



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

**Fee: \$1,650**

## REZONING APPLICATION

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Address of site:

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Applicant name:	
Contact person:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(mobile):
Email address:	

Legal description of site:
Existing zoning:
Proposed zoning:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

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

Date \_\_\_\_\_

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

By \_\_\_\_\_

Receipt # \_\_\_\_\_

Revised 11/2023

## FILING REQUIREMENTS

### **You must provide all of the following items with your application:**

- The following drawings or photographs. Please include 16 copies if larger than 8 ½" x 11".
  - A site plan drawn to scale showing the proposed and existing buildings, landscaping and screening, utilities, and parking and drives. At least one copy must be 8 ½" x 11".
  - A drawing or photograph of the appearance of any new construction.
- A written statement describing the intended use of the property and why the City should approve your request. Base your statement on the following questions:
  - How would this zoning change promote public welfare by:
    - Reducing traffic congestion?
    - Improving safety from fire and other dangers?
    - Providing adequate light and open space?
    - Avoiding overcrowding?
    - Conserving property values?
  - Why would this zoning change not injure or detract from the use of neighboring property or from the character of the neighborhood?
  - Are there adequate public facilities, such as streets, sewers, water lines, schools and parks?
- Electronic copies of written project statements or narratives.
- A list of property owners and their addresses for your site and for all properties within 500 feet. The City can provide this list upon request.
- An Adobe.pdf file of all project plans (in 8 ½" x 11" size).
- An application fee of \$1,650. **This fee is non-refundable.** Make your check out to the City of Maplewood.

## 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.

## PROCEDURE

- Return this application to: Community Development Department  
1830 County Road B East  
Maplewood, MN 55109
- The Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation. 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.
- The Director will schedule a public meeting with the City Council. The City Council will make the final decision.
- Maplewood's review and City Council action regarding your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
- City staff will notify you of all meetings.