



CITY CODE AMENDMENT APPLICATION

The City of Vadnais Heights
800 East County Road E • Vadnais Heights, MN 55127
Phone: 651.204.6015 • Fax: 651.204.6100
www.cityvadnaisheights.com

Applicant: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Section of City Code requested to be amended: _____

Proposed language or text requested to be added/deleted (attach a separate sheet if necessary): _____

Reasons(s) for amendment request: _____

How will the community's goals be furthered by the proposed amendment? _____

Justify or explain how this proposed amendment will not be injurious to or is keeping with the spirit and intent of the City Code: _____

Applicant Signature

Date



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Application Fee & Escrow

Fee: \$1,000
Escrow: \$2,000*

*All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

Application Submittal Requirements

1. Signed payment of costs agreement.
2. Submission of supporting data or information, which lends support to the request in changing the specified section of the City Code

Acceptance of Application

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: _____ Date Application Deemed Complete: _____

Application Fee: _____ Application Number: _____

Planner/Community Development Director Date

City Administrator Date

The signatures and acceptance by city staff does not constitute approval of this application request.



CITY CODE AMENDMENT APPLICATION FILING REQUIREMENT INFORMATION

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Filing Requirement Information

Pursuant to City Code Section 38-35 (found online at www.cityvadnaisheights.com), and in accordance with the provisions of Minnesota State Statutes, the City Council may from time to time adopt amendments to the City Code. An amendment to this Code may involve changes in its text and wording, including but not limited to changes in the regulations regarding uses, setbacks, heights, lot areas, definitions, administration, and/or procedures. Code amendments do not, however, include the rezoning of property. Amendments may be initiated by the City Council, the Planning Commission, or by petition of a person whose property would be affected by the amendment.

If an individual or other party initiates a request for an amendment to the Code, the request must be made on this application form. The request must state the exact section of the Code proposed for amendment, the proposed substitute wording, and the reasons for requesting the amendment. Graphic material should also be submitted if it would assist in understanding the benefits of the amendment. The submittal and fees must be made to the City according to the fee schedule approved by the City Council.

City Code amendments require a public hearing before the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject property at least ten days prior to the hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

A City Code amendment not initiated by the Planning Commission or a petitioner shall be referred to the Planning Commission by the City Council for study and recommendation. In its deliberations on the matter, the Planning Commission shall consider oral or written statements from the petitioner, the public, City staff, and its own members. The Planning Commission may recommend approval, denial, or table the zoning amendment application. Within sixty (60) days after the date of reference by the City Council, a written report shall be transmitted to the City Council by the City Planner on behalf of the Planning Commission stating its findings and recommendation.

The City Council shall consider the matter at its next regular meeting after receipt of the report and recommendation of the Planning Commission. The City Council may by majority vote deny the application for a City Code amendment by resolution with findings, approve it by ordinance, or table action to a future meeting and the applicant shall be notified in writing of such action, including any conditions of approval. If approved, the applicable zoning chapters shall be revised accordingly.