



Community Development Department  
7071 University Avenue NE  
Fridley MN 55432  
763-572-3592  
Fax: 763-571-1287  
[www.fridleymn.gov](http://www.fridleymn.gov)

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## REZONING APPLICATION

### Property Information

Address: \_\_\_\_\_  
Anoka County Property Identification Number (PIN #): \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
Current Zoning: \_\_\_\_\_ Square footage of Parcel: \_\_\_\_\_  
Proposed Zoning: \_\_\_\_\_

### Reason for Rezoning (one sentence summary, please attached full description)

### Fee/Property Owner Information (as it appears on property title)

**\*\*Fee owner must sign this form prior to processing**

Name (please print): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

### Petitioner Information

Company Name (please print): \_\_\_\_\_  
Contact Person's Name (please print): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

#### Fees

\$1,500 – \_\_\_\_\_

Application Number: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Received By: \_\_\_\_\_

Application Date: \_\_\_\_\_

15 Day Application Complete Notification Date: \_\_\_\_\_

Scheduled Planning Commission Date: \_\_\_\_\_

Scheduled City Council Date: \_\_\_\_\_

60 Day Date: \_\_\_\_\_

60 Day Extension Date: \_\_\_\_\_

**REZONING APPLICATION  
SUBMISSION CHECKLIST**

The following shall be the minimum submission requirements when submitting a Rezoning. Applications will not be accepted if the following is NOT submitted.

**Rezoning**

Item	FOR OFFICE USE ONLY		
	Submitted	Complete	Reviewer's Initials
Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
To scale certificate of survey, by a licensed surveyor. Showing north arrow, existing and proposed structures, legal description, adjacent street names, and buildings on adjacent lots within 10 feet of the common lot lines.			
To scale site plan, showing building square footage, code compliant building and parking setbacks, lot coverage, and parking calculations.			
Elevation of building and description of materials.			
Detailed narrative explaining the reason for the rezoning.			
Code compliant landscape plan for all projects requiring a parking lot expansion of four (4) or more parking stalls.			
For those projects that will require a change in utilities, grading or drainage, the following items will need to be submitted:			
• Grading and drainage plan			
• Erosion control plan			
• Calculations for stormwater runoff			
• Calculations for excavation and/or fill			
• Utility Map (if item does not exist, note on plan) Water, Sewer, and Storm Water			

**Plans to be submitted should include three (1) FOLDED full size copies, with one (1) 11x17 to-scale reduction and one (1) 8 ½ x 11 reduction and an electronic pdf file via e-mail or USB Flash Drive.**

**The City reserves the right, based on a case by case analysis, to waive any of the above requirements.**

**The City also reserves the right, to require additional submittal items if it is deemed necessary to act upon the rezoning.**



## Community Development Department

### Rezoning

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**Purpose:** A Rezoning request allows a property owner or the City to change the zoning designation on property located within the City's boundaries. Changing the zoning designation changes the permitted, accessory, and special uses allowed on the property.

The Rezoning process begins by filling out a REZONING APPLICATION. A complete application, along with the necessary submittal requirements (found in this packet) must be submitted to the Planning Staff. A fee is associated with the application and is \$1,500 for all applications. Fees are non-refundable and are used for postage, publication of notices, and other expenses associated with the request.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments. The impacts to adjacent properties are discussed and if the application is considered complete, stipulations are developed. State Statute 15.99 gives the City 15 business days to review land use applications, such as a Special Use Permit to determine if they are complete. If your application is considered complete, you will be mailed a letter to that effect, with the corresponding Planning Commission and City Council meeting dates. If your application is considered incomplete, staff will return it to you for completion.

If your application is considered complete, a mailing list of all properties within a 350 ft. radius of the property is generated. Notice of the request is then sent by the City to those property owners within 350 ft. There are approximately four weeks between the application due date and the Planning Commission meeting.

State Statute 15.99 requires that the City must approve or deny an applicant's land use application within 60 days. Examples of exceptions to that rule would be a plat or a rezoning application. A Rezoning requires a public hearing, a first reading and a second reading. Each of those actions needs to take place at a different City Council meeting. As a result, the 60 day agency action law is extended to allow the rezoning process to take place.

Prior to the Planning Commission meeting, a staff report including recommended stipulations, is written with a staff recommendation.

The Planning Commission is made up of seven residents of the community. The meetings are held the 3<sup>rd</sup> Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding all rezoning requests.

Additional information regarding the Rezoning process may be obtained by calling the City of Fridley Planning Department at 763-572-3595 or 763-572-3599.

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