



D E P A R T M E N T O F

# Community Development

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## How to Request a Rezoning/Zoning Text/Comprehensive Plan Amendment

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A Rezoning/Comprehensive Plan Amendment is required when a proposed use is not permitted in the existing zoning classification for a parcel of land.

**The first step** in applying for a Rezoning/Comprehensive Plan Amendment is to contact the Department of Planning and Development. The Planning Staff will outline the permitted uses of the parcel of land. If you choose to pursue a Rezoning/Comprehensive Plan Amendment, a pre-application meeting should be arranged with the Planning Staff.

**Pre-Application Meeting:** This meeting should be scheduled with the Planning Staff prior to the application submittal.

The purpose of this meeting is to be advised how the City's plans and policies might affect the project and to assign a staff representative to help you coordinate your application. Planning Staff will provide you with a preliminary recommendation for your project. Based on this meeting, a decision can be made whether to submit a formal application for Rezoning/Comprehensive Plan Amendment. Only in some cases is an amendment to the Comprehensive Land Use Guide Plan necessary. The Planning Staff will also try to advise of other potential governmental jurisdiction involvement. The following items must be brought to the pre-application meeting:

1. The address or location of the property.
2. A sketch or plat map of the area.
3. Any preliminary plans developed for the property.

To avoid any potential delay in processing plans or applications, it is advisable to submit the application several days prior to the official deadline. No application will be scheduled for a Planning Commission Public Hearing until ALL required information is submitted.

# REZONING/ZONING TEXT/COMPREHENSIVE PLAN AMENDMENT

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The burden of proof rests with the applicant. The applicant shall submit a letter of request to the Planning Commission addressing one of the two following acceptable reasons for change. (Economics are not considered a changing condition):

1. The original zoning/land use was in error.
2. The character of the area or times and conditions have changed to such an extent as to warrant the Rezoning/Comprehensive Plan Amendment.

## APPLICATION INSTRUCTIONS:

**Application Fee:** Check payable to the "City of Brooklyn Park." The non-refundable application and area identification sign fee for a Rezoning/Zoning Text Amendment is \$350.00. There is also an escrow deposit of \$1,000.00, which is used to pay for City staff time spent reviewing the application.

The non-refundable application fee for Comprehensive Plan Amendment is \$350.00. There is also an escrow deposit of \$1,000.00, which is used to pay for City staff time spent reviewing the application.

**Signed Application:** Include authorization from the property owner on the application form or by attached letter of authorization if the application is signed by an agent.

**Letter of Request:** A letter of attached to the application explaining the Rezoning/Comprehensive Plan Amendment (see application).

**Maps:** Four (4) sets of full size prints and fifteen (15) half-size prints (11" x 17") **ALL FOLDED** to 8½" x 11". Maps should be drawn to scale and dimensioned, showing the location and the size of the property to be rezoned/reguided, its relationship to existing streets and the property identification number(s). Additional drawing submittals may be required for the Planning Commission and/or City Council meetings.

**PROPERTY OWNER'S LIST:** A list of property owners within a 500-foot radius of the subject property will be created by the City of Brooklyn Park as required by State Statutes. A fee of \$1.00 per name will be charged against the escrow account that is established by the applicant. If the subject property is within 500 feet of the city limits, a property owners' list should be obtained by calling the Hennepin County Auditor, Property Description Office, 6th Floor Administration Tower, Hennepin County Government Center (612-348-3271).

**Note:** **NO** applications will be accepted unless **ALL** of the required materials and information are complete and accurate. An application for specific hearing date(s) must be received no later than 5:00 PM of the corresponding application deadline date. There will be **NO** exceptions to this policy. The applicant or a designated representative is required to attend the Planning Commission and City Council meetings.