



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

## TEXT AMENDMENT APPLICATION

### Property Information

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

### Reason for Text Amendment (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: \_\_\_\_\_

**TEXT AMENDMENT APPLICATION  
SUBMISSION CHECKLIST**

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

**Text Amendment**

<b>Item</b>	<b>FOR OFFICE USE ONLY</b>		
	<b>Submitted</b>	<b>Complete</b>	<b>Reviewer's Initials</b>
Completed application, with fee. (Applications are considered complete if all blanks are completed, and both the fee owner and petitioner have signed the application.)			
Proposed language for the text amendment change.			
Narrative describing and supporting reasons for proposed code change.			

**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

## Text Amendment

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**Purpose:** A Text Amendment changes the language within one or several section of the City code.

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The Text Amendment process begins by filling out a TEXT AMENDMENT 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 of the text amendment to the City are discussed and a staff recommendation is determined. A public hearing notice is printed in the local newspaper that the City contracts with. There is approximately four weeks between the application due date and the Planning Commission meeting.

State Statue 15.99 requires that the City must approve or deny an applicant's land use application within 60 days.

Prior to the Planning Commission meeting, a staff report 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 Text Amendment requests. The notice for the Planning Commission Public Hearing will include the date of the City Council Public Hearing. A Text Amendment is approved by adopted an ordinance.

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

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