

Zoning ordinance amendment applications Zoning map district boundary change

Requirements and process overview

Property owners can request to have the zoning designation of their property changed by completing a zoning ordinance amendment application and submitting it to the community development department.

Once submitted, the zoning ordinance amendment application will be reviewed by community development staff and presented to the St. Louis Park Planning Commission at a public hearing. The commission will make a recommendation of approval or denial to the St. Louis Park City Council.

Changes of all or part of the existing classification of a zoning district from residential to either commercial or industrial require a 2/3 majority vote of the city council. Other amendments may be approved by a majority vote.

Submittal checklist

- Application form
- Filing fee
- A map or plat showing the lands proposed for the conditional use permit and all lands within 350 feet of the boundaries of the property.
- A complete and accurate legal property description. If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is not Torrens, a copy of the most recent document which transferred title (e.g., a Warranty Deed) must accompany the application.
- Two sets of names and address labels of all property owners within 350 feet of the boundaries of the parcel requested to be changed. The source of the names and addresses must be from Hennepin County. Visit <https://gis.hennepin.us/locatenotify/default.aspx> to create the mailing label package, including a map showing the notice area.
- Electronic copy (CD or flash drive) of all exhibits
- Any supplementary information deemed necessary by city staff

An application is not complete until all of the above items are satisfied. Some applications and/or development plans may have unresolved matters which would delay consideration.

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Application due dates for consideration at planning commission meetings

Applications are reviewed by the planning commission on the first and third Wednesday of the month. To be eligible for consideration, a completed application must be received by the community development department on the following dates:

Date received:	Planning commission meeting of:	Consideration at city council on:
Nov. 5, 2018	Dec. 5, 2018	Jan. 7, 2019
Nov. 19, 2018	Dec. 19, 2018	Jan. 22, 2019*
Dec. 3, 2018	Jan. 2, 2019	Feb. 4, 2019
Dec. 17, 2018	Jan. 16, 2019	Feb. 19, 2019*
Jan. 7, 2019	Feb. 6, 2019	March 4, 2019
Jan. 22, 2019	Feb. 20, 2019	March 18, 2019
Feb. 4, 2019	March 13, 2019*	April 11, 2019
Feb. 19, 2019	March 20, 2019	April 15, 2019
March 4, 2019	April 3, 2019	May 6, 2019
March 18, 2019	April 17, 2019	May 20, 2019
April 1, 2019	May 1, 2019	June 3, 2019
April 15, 2019	May 15, 2019	June 17, 2019
May 6, 2019	June 5, 2019	July 1, 2019
May 20, 2019	June 19, 2019	July 15, 2019
June 3, 2019	July 3, 2019	Aug. 5, 2019
June 17, 2019	July 17, 2019	Aug. 19, 2019
July 1, 2019	Aug. 7, 2019	Sept. 3, 2019*
July 15, 2019	Aug. 21, 2019	Sept. 16, 2019
Aug. 5, 2019	Sept. 4, 2019	Oct. 7, 2019
Aug. 19, 2019	Sept. 18, 2019	Oct. 21, 2019
Sept. 3, 2019	Oct. 2, 2019	Nov. 4, 2019
Sept. 16, 2019	Oct. 16, 2019	Nov. 18, 2019
Oct. 7, 2019	Nov. 6, 2019	Dec. 2, 2019
Oct. 21, 2019	Nov. 21, 2019	Dec. 16, 2019
Nov. 4, 2019	Dec. 4, 2019	Jan. 6, 2020
Nov. 18, 2019	Dec. 18, 2019	Jan. 21, 2020*
Dec. 2, 2019	Jan. 8, 2020*	Feb. 3, 2020
Dec. 16, 2019	Jan. 15, 2020	Feb. 18, 2020*

An application is not considered complete and will not be accepted until all requirements are satisfied. Requirements are included with application.

*If the first or third Wednesday of the month is a holiday, the planning commission meeting will be held the following Wednesday.

**If the first or third Monday is on a holiday, the city council meeting will be held the following Tuesday unless that Tuesday is also a holiday. If this is the case, the meeting will be moved to the next succeeding Monday that is not a holiday.

Application for amendment of zoning ordinance Zoning map district boundary change

Fee – \$2,150

Applicant/contact

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Current fee owner

Name: _____

Street address: _____

City: _____ State: _____ ZIP code: _____

Phone: _____ Cell: _____ Email: _____

Street address of property involved

Street address: _____

City: _____ State: _____ ZIP code: _____

Legal description of property

Torrens Abstract

* If the property is Torrens, a copy of the most current certificate of title must accompany the application. If the property is Abstract, a copy of the most recent deed or instrument of transferring the title must accompany the application.

Current zoning district

R-1 R-2 R-3 R-4 M-X POS
 C-1 C-2 O BP I-P I-G

Proposed zoning district

R-1 R-2 R-3 R-4 M-X POS
 C-1 C-2 O BP I-P I-G

Current use: _____ Proposed use: _____

What changed or changing conditions make the passage of this amendment necessary?

What is the expected effect of the proposed amendment?

What error, if any, in the existing ordinance would be corrected by the proposed amendment?

What other circumstances justify the amendment?

Acknowledgement and signature

The undersigned hereby represents upon all of the penalties of law, for the purpose of including the City of St. Louis Park to take the action herein requested, that all statements herein are true and that all work herein mentioned will be done in accordance with the ordinance of the City of St. Louis Park and the laws of the State of Minnesota.

Applicant

Current fee owner

Print name

Print name

Signature

Signature (if different from applicant) or attach
letter from current fee owner