



**CITY OF MONTICELLO**

Community Development  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
 (763) 295-2711 • [info@ci.monticello.mn.us](mailto:info@ci.monticello.mn.us)

**Map or/ & Text Ordinance  
 Application Checklist**

**Applicant Name:** \_\_\_\_\_

Office Use Only	
<b>Application Date:</b>	<b>Application Review Date:</b>

APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, including full legal description of property	
	Completed checklist form (this document) with all required items from below	
	Supporting title information establishing ownership interests in the property <i>(a title commitment and/or signature of fee title property owner)</i>	
	A narrative explaining the requested modification and the reason(s) why the changes are supported by the Comprehensive Plan	
	The legal description of all real property proposed for change (if applicable)	
	The existing and proposed land use and zoning designations for all properties proposed to change (if applicable)	
	A map of the property or properties to be modified to a different zoning designation, showing the addresses and zoning designations for the subject properties and the adjacent properties, if applicable;	
	The location and text language of the proposed text to be added, amended, or deleted in this ordinance, if applicable.	
	Electronic copies of all written narratives and plan sets required above <b>Submit electronic sets via flash/jump drive or .ftp only</b>	
	Application fees and escrow per Land Use Application form	



### **Base Plan Set Requirements**

One (1) Reduced Plan set – 11” x 17”

Electronic copies of all Plan sets – ***submit electronic sets via flash/jump drive or .ftp only***

***\*If application is incomplete, full set of revised submittals are required for re-submittal of application.***

### **Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

### **Application Submission Schedule**

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

### **Ordinance Amendment Approval Criteria**

Recommendations and decisions on Ordinance Amendments shall be based on consideration of the following criteria:

- Whether the proposed amendment corrects an error in the original text or map; or
- Whether the proposed amendment addresses needs arising from a changing condition, trend, or fact affecting the subject property and surrounding area.
- Whether the proposed amendment is consistent with achieving the goals and objectives outlined in the comprehensive plan.

### **Planning Commission Consideration**

- Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.
- A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.
- Applicant will receive a final copy of staff's recommendation to the Planning Commission on the Friday preceding the meeting.
- Before any amendment is adopted, the Planning Commission shall hold at least one public hearing after proper notice has been issued in accordance with Section 2.3(I) of the Monticello Zoning Ordinance. Following the hearing, the Planning Commission shall adopt findings and recommendations on the proposed amendment as soon as practical.
- Planning Commission meetings are conducted at 6 p.m. on the first Tuesday of each month.

### **City Council Consideration**

- After consideration of the Planning Commission recommendation and/or hearing, if applicable, the City Council may adopt the amendment or any part thereof as it deems advisable.
- Approval of an amendment shall require a majority vote of all members of the City Council except for amendments which change all or part of the existing classification of a zoning district from residential to either commercial or industrial which will require the approval of four-fifths of all the members of the City Council.
- Council consideration of Land Use Applications typically occurs on the 4<sup>th</sup> Monday of each month.