



Planning & Zoning Department

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Rezoning Checklist

General Information

The Council may adopt amendments to the Zoning Ordinance and the Zoning Map, including changes to land uses within a particular district, to the location of the district line, or to the changing of any parcel or parcels from one zoning district to another. Such amendments shall be adopted only as a means to reflect changes in the goals and policies of the City as reflected in the Comprehensive Plan or changes in conditions in the City. (Ref: Annandale City Zoning Ordinance Section 150.13).

THE FOLLOWING CHECKLIST MUST BE COMPLETED IN ORDER FOR A SITE PLAN REVIEW APPLICATION TO BE CONSIDERED COMPLETE (THE ZONING ADMINISTRATOR MAY WAIVE ANY ITEM BY INITIALING NEXT TO THE CHECK BOX).

- The property owner or its agent shall meet with the Zoning Administrator to explain the proposed change, learn the application process, and obtain an application.
Date of Meeting: _____
- All requested information must be submitted at least thirty (30) days before the Planning Commission meeting in which the permit is to be reviewed. Please refer to the "Application Deadlines and Hearing Dates" document for specific deadlines.
- Submit the Application of Planning Consideration to the Zoning Administrator.
- Submit the Rezoning application fee as prescribed in the City Fee Schedule.
- Submit an accurate list of property owners' names and addresses within the affected zone and within three hundred and fifty (350) feet of the outer boundaries of the property in question.
- Submit to scale, eight (8) full size site plans, two (2) 11"x17", and one (1) electronic copy of the following to the Planning Department:
 - Survey showing:
 - North arrow
 - Legal description of the property
 - Names of all abutting streets
 - Dimensions of all lot lines, setbacks, and easements of record

- Fire protection including hydrants (if applicable)
 - Existing contours
 - Any other site related information which may be requested by the Administrator, City staff, consultants, or the Planning Commission or City Council.
 - Significant trees and existing vegetation
 - Wetlands on property and adjacent to property line
 - Impervious surface calculations
 - Shoreland Overlay district (if applicable)
 - If located within a floodplain, FEMA Floodplain ordinary and high water levels.
- Preliminary Development Plan showing the following:
 - Location and dimensions of all buildings, parking areas, storage areas, driveways, access points, and berms
 - Setbacks from front, side and rear lot lines
 - Easements
 - Submit any further information requested by the Zoning Administrator, in order to allow for reasonable review of the development

Process following application completion (Ref. Annandale City Zoning Ordinance Section 150.13):

The Planning Commission shall hold the public hearing and shall transmit to the Council its recommendation of approval, denial, or conditional approval.

The Council shall act upon the application after receiving the recommendation of the Planning Commission.

No application of a property owner for an amendment to the text of the Chapter or to the zoning map shall be reconsidered by the City Council within the one (1) year period following denial of such request, except the City Council may permit a new application or reconsideration, if in the opinion of the City Council, it is warranted by new evidence or a change of circumstances.

Further question or information:

Feel free to contact the Planning & Zoning Department at 320.274.3055