

**CITY OF PARK RAPIDS**  
212 Second Street West  
Park Rapids, MN 56470  
(218) 237-2746

Application # \_\_\_\_\_  
P.I.D. # \_\_\_\_\_  
FEE: \$175 (\$350 if Comprehensive  
Plan Revision Also Required)  
ESCROW: \$500  
Date \_\_\_\_\_ Receipt# \_\_\_\_\_

### REQUEST FOR ZONING AMENDMENT

The applicant should meet with the Park Rapids Planner/Zoning Administrator for a pre-application meeting. At this meeting, the applicant will receive a copy of the Amendment request requirements found in the Park Rapids City Code regarding other information that may be necessary as part of the application process. All required graphics, application form, maps, surveys or general development plans (as applicable) providing information on the requested change shall be submitted as part of a complete application.

The Planning Commission shall review the request and provide written comment to the City Council prior to Council action.

APPLICANT(s): \_\_\_\_\_ PHONE: (preferred) \_\_\_\_\_ (secondary) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPERTY OWNER: (If different) \_\_\_\_\_ PHONE: (preferred) \_\_\_\_\_ (secondary) \_\_\_\_\_

EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ADDRESS OF PROPERTY IN REQUEST, IF DIFFERENT: \_\_\_\_\_

DESCRIPTION AND REASON FOR REQUEST: (attach sheet if needed) \_\_\_\_\_

SIZE OF LOT: \_\_\_\_\_ CITY SEWER? \_\_\_\_\_ CITY WATER? \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

Please note the type of Amendment you are requesting:

- \_\_\_\_\_ Zoning District boundary amendment (indicate on zoning map)
- \_\_\_\_\_ Zoning District Regulation amendment (note section #'s below)
- \_\_\_\_\_ Zoning Ordinance Provision amendment (note section #'s below)
- \_\_\_\_\_ Comprehensive or Land Use Plan amendment. (note section #'s below)

Briefly describe the requested amendment and the expected effect of the proposal: (include copy of map or indicate ordinance section #'s if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Adjacent Land Uses and Zoning Classifications within a 100 foot radius:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Zoning District: \_\_\_\_\_ Proposed Zoning District: \_\_\_\_\_

Existing Use of Property: \_\_\_\_\_ Proposed Use of Property: \_\_\_\_\_

**An application shall only be considered complete if it includes all necessary information regarding applicant’s request, including completed application and fee, all required survey, site and building plans, an escrow payment with the below additional agreement signature to pay city professional and publication fees.**

**Acknowledgment and Signature:**

The undersigned applicant hereby represents upon all of the penalties of the law, for the purpose of inducing the City of Park Rapids to take 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 Park Rapids, and the laws of the State of Minnesota, and that the undersigned applicant will pay all fees, escrows and charges incurred by the City for the examination and review of this application.

Signature of Applicant(s): \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner (if different from applicant): \_\_\_\_\_ Date \_\_\_\_\_

*\*Authorized agent may be the City of Park Rapids or a person with a contingency on a purchase agreement for said property. Zoning amendment, if approved, will take effect after purchase of property is final.*

**FILING REQUIREMENTS:**

1. ALL MATERIALS MUST BE SUBMITTED INCLUDING AN 8 ½ X 11 OR AN 11 X 17 FORMAT SUITABLE FOR PHOTOCOPYING OR AS AN ELECTRONIC FILE.
2. **Completed** application form.
3. Identification of any sensitive areas on the property, i.e.: wetlands or public waters
4. General development plan showing the potential development of the property indicating proposed streets, buildings and landscaping.
5. Fee of \$175.00 (\$350 if Comprehensive Plan revision also required) and Escrow of \$500.00

**Purpose for Fees and Escrow**

Fees: The application fees are used for staff time for case review and preparation of documents. These fees do not include postage, recording fees or publication fees.

Escrow: The City uses staff to review applications in addition to consultants for zoning, engineering, legal, environmental and/or other reviews. The escrow is used to pay for costs including, but not limited to, postage to mail the required notices to required properties, staff review time, consultants, as well as meeting with applicants, neighborhood meetings, preparation of staff reports, preparation of legal documents, publication of the public hearing notice in the Enterprise and recording and additional publication fees, where required. Once the escrow is used additional escrow funds may be required to be submitted prior to further processing of the request. (See Agreement to pay professional fees.)

**PROCEDURE:**

1. By Applicant:

- Submit all filing requirements to the Planning Department at least 30 calendar days prior to an available Planning Commission meeting date for a thorough site evaluation.
- Attend all Planning Commission and City Council meetings at which the application is scheduled for action.

2. By City Staff:

- Conduct a thorough site evaluation and review.
- Schedule public hearing before the Planning Commission. Mail notice of public hearing to property owners within 350 foot radius of applicant's property.
- Notify applicant of meeting date.
- Following public hearing, place application on a regular City Council agenda. Notify applicant of meeting date.
- Inform applicant of City Council action. If request is granted, provide applicant with a copy of the resolution stating the conditions upon which approval is granted. If denied, provide applicant an explanation of the basis for denial.

You are asked to attend the Planning Commission meeting on \_\_\_\_\_ at 5:00 p.m. Their recommendation will be heard at the City Council meeting on \_\_\_\_\_. If you are unable to attend that meeting, please call City Hall at 218-732-3163 for the results of that meeting. (Property owners within 350 feet of your lot line will be notified by this office of the public hearing date and time.)

If this permit is granted, I hereby certify that all work will be done as stated herein and in accordance with all applicable laws of the State of Minnesota and the City of Park Rapids.

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

**For Office Use Only**

Completed application accepted on: \_\_\_\_\_ (Date)

Approval \_\_\_ Denial \_\_\_ recommended by the Planning Commission/City Planner on \_\_\_\_\_ (Date) \_\_\_\_\_ (Chair)

Approval \_\_\_ Denial \_\_\_ by the Board of Adjustment/City Council on \_\_\_\_\_ (Date) \_\_\_\_\_ (Chair/Mayor)

**ADDENDUM TO DEVELOPMENT APPLICATION  
AGREEMENT TO PAY CITY PROFESSIONAL FEES**

\_\_\_\_\_  
Applicant(s) Name

\_\_\_\_\_  
Address of Property Involved

I/we, the undersigned Applicant(s), hereby agree that I/we will pay all fees and charges that may be incurred by the City for planning, engineering, legal, and any other professional services directly related to and incurred by the City during the examination, review and processing of this Application, and during any necessary enforcement action subsequent to this request. I/we understand that the application fee is only an administrative charge intended to defray costs associated with City Staff services and resources required for the processing of this request. I/we agree to deposit the funds in escrow with the City. The City will make every reasonable effort possible to keep these charges to a minimum, yet still provide the needed level of professional services. If direct costs for recording and professional services are in excess of funds placed in escrow, additional escrow funds may be required to be submitted prior to further processing of the request. Otherwise any fees resulting in charges above the escrow funds placed on deposit will be billed and promptly paid by the Applicant(s) prior to the final disposition of the request by the City. If direct costs to the City are less than the sum placed in escrow, then the balance will be refunded to the Applicant(s) upon final disposition of the request by the City.

**NOTICE** – By submitting this application, the applicant agrees that the applicant will pay the reasonable civil enforcement costs, disbursements and attorney fees incurred by the City in enforcing the conditions and provisions of any license or permit granted by the City, and the costs, disbursements and attorney fees incurred by the City in any civil action by the City to address any violation of any license or permit granted by the City.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

(Application form updated 11-15-24)

**ZONING AMENDMENT APPLICATIONS ARE SUBJECT TO THE PROCEDURES AND REQUIREMENTS OF SECTION 151.246 OF THE PARK RAPIDS CITY CODE:**

**§ 151.246 AMENDMENTS.**

The procedure for amendments to this chapter shall be as follows:

- (A) An amendment may be initiated by a property owner, the Planning Commission or the City Council. Property owners wishing to initiate an amendment shall fill out an application for amendment form, available from the Zoning Administrator. The application shall be filled out and submitted to the Zoning Administrator together with the appropriate fee;
- (B) The applicant shall appear before the Planning Commission to answer any questions that Commission members may have concerning the amendment request;
- (C) A public hearing on the amendment request shall be conducted by the Planning Commission within 60 days following the initial meeting. The public hearing shall be conducted in accordance with M.S. 462, as it may be amended from time to time;
- (D) The Planning Commission shall make its recommendation to the City Council after the proceedings of this public hearing. The applicant shall be notified in writing of the recommendation that shall be forwarded to the City Council; and
- (E) The City Council shall consider the recommendation of the Planning Commission within 30 days after the public hearing is conducted.

(Prior Code, § 66-247) (Ord. passed 1994)