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RE-ZONE PROCESS

- ✓ *Submit application, exhibits, narrative explaining the reason for the application, \$225 application fee.*
- ✓ *Notification of property owners within 350 feet.*
- ✓ *Publish public hearing notice.*
- ✓ *Staff reports prepared.*
- ✓ *Planning Commission holds public hearing.*
- ✓ *Planning Commission and Planning Staff's recommendations forwarded to City Council*
- ✓ *Action by City Council.*
- ✓ *Resolution recorded at Stearns County.*
- ✓ *Applicant submits escrows/requests building permit(s)*

City of Albany

Date: _____

Received by: _____

Fee: \$225 Paid: _____

RE-ZONING REQUEST APPLICATION

Zoning Regulations	
Applicant	Home Phone
	Business Phone
Address	
Owner	Home Phone
	Business Phone
Address	
Legal Description of Site (attach survey, if required)	Property Identification No.
Present Zoning Classification	
Present Use	Proposed Use (If additional space is needed, please attach information)
Abutting Property Uses	
North: _____	
South: _____	
East: _____	
West: _____	

IN ORDER TO PROCESS THE RE-ZONE REQUEST,
ALL OF THE FOLLOWING MUST BE COMPLETED:

1. Detailed written and graphic materials fully explaining the proposed change, development, or use.
2. Legal description of the property if a zoning district boundary change is requested.
3. Scaled site plan if a zoning district boundary change is requested.
4. Other information required by the City Clerk/Administrator.

Acknowledgement and Signature: The undersigned hereby requests upon all of the penalties of law, for the purpose of inducing the City of Albany to take the action herein mentioned will be done in accordance with the ordinance of the City of Albany, and the laws of the State of Minnesota.

Applicant's Signature

Date

Owner's Signature

Date

Approved _____ Denied _____ by the Planning Commission on _____.

Approved _____ Denied _____ by the City Council on _____.