

APPEAL OF DECISIONS

Return to:

Department of Community Development
City of Shoreview
4600 Victoria Street North
Shoreview, MN 55126
(651) 490-4680

Description of Appeal:

Site Identification:

Address: _____

Property Identification: _____

Legal Description: _____

Applicant:

Name: _____

Address: _____

City State Zip Code

Telephone Number: _____ (daytime) _____ (home)

Fax Number: _____ E-Mail: _____

Property Owner (if different from applicant):

Name: _____

Address: _____

City State Zip Code

Signatures:

Applicant: _____ Date: _____

Date Received by City: _____ By Whom: _____

FILING REQUIREMENTS

THE FOLLOWING ITEMS MUST BE SUBMITTED:

1. Completed application form.
2. Filing fee of \$100.00 (make checks payable to the City of Shoreview). **The filing fee is non-refundable.**
3. A currently certified Abstract of Title or an Owner's Duplicate Certificate of Title and copies of all unrecorded documents necessary to establish a legal or equitable interest by the applicant in the property involved. (IF REQUIRED BY STAFF)
4. A statement describing the request submitted to staff, why you believe the City staff or Planning Commission erred in its decision, and why the permit should or should not be issued
5. **One** 8 1/2"x11" and one 11" by 17" half-scale reproducible print shall be submitted for each required sketch, drawing, or plan. **Four** 20"x30" copies of each plan sheet for staff review. (IF REQUIRED BY STAFF)

REVIEW PROCEDURE

1. Upon receipt of a completed appeal application, the City Planner will circulate the proposal to all interested agencies and City staff, schedule a hearing for the next available Planning Commission (Board of Adjustments and Appeals) or City Council meeting and then prepare a written recommendation. The City Planner may also survey the adjoining property owners for their comments. The Planning Commission shall act as the Board of Appeals during the review of the appeal.
2. Decisions of the Planning Commission (Board of Appeals and Adjustments) are final unless the applicant or aggrieved party appeals to the City Council. Appeals must be made in writing and be submitted to the City Manager within five business days of the Board's decision. The City Council may grant the appeal upon approval by a majority vote of its membership.

NOTES

1. An application cannot be accepted until each of the filing requirements listed above has been satisfied.
2. The purpose of requiring the data referenced in the filing requirements is to permit the City to thoroughly evaluate your proposal relative to City ordinances and policies. Refusal to provide the requested information may jeopardize the scheduling of your request for Planning Commission (Board of Appeals and Adjustments) review. Information submitted with this application will be made available to anyone who may request it.
3. The City of Shoreview recommends that you discuss your proposal with the adjoining property owners before you submit an application. In so doing, you may address items that might be of later concern.
4. The applicant and property owner shall be responsible for paying any out-of-pocket administrative, engineering, or legal expense incurred by the City to process this application or to enforce any conditions(s) of any resulting approval or permit

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05-29-09