

PLANNING ESSENTIALS: CITY CODE TEXT AMENDMENTS

HOW TO APPLY

Submit the following information to zoningpermits@shoreviewmn.gov:

- [City code text amendment application](#)
- A statement describing:
 - Proposed text amendment
 - Why you believe the city should approve the proposed amendment

APPLICATION FEE

- Filing fee: \$500

PROCESSING YOUR APPLICATION

This request requires a public hearing. Staff will review the application in accordance with [sections 103-129](#) and [103-31](#) of the city code. After review, staff will schedule a public hearing.

- Notice:
 - Staff will provide published notice 10 days before the public hearing
 - Notice will include the purpose, time, date, and location of the public hearing
 - Affidavits of publication will be part of the meeting's record
 - The process will not be invalidated if:
 - Defects in the notice occurred despite staff's attempt

- Public hearing:
 - Planning commission will:
 - Hold a public hearing and review the request according to the city code ▪

Make a recommendation for approval or denial to the city council and provide their reasons for it

- The request can also be tabled for further review

- City council will
 - Consider the request based on the planning commission's recommendation.
 - The city council can also hold a public hearing instead of the planning commission.
 - Approve or deny the request based on recommendations and the city code

- Issuance and conditions:



- If approved, the city council may impose conditions and safeguards that ensure:
 - It will not be detrimental to the health, safety or general welfare of the community
 - It is in harmony with the general purpose and intent of the development ordinance and comprehensive guide plan
- If denied, the city council will provide reasons for it
- Decision:
 - Text amendments require a 4/5 majority vote by the city council for approval
 - Decisions are final

MISCELLANEOUS INFORMATION

The city will not accept an application until everything is submitted. An incomplete application may delay scheduling the public hearing and planning commission review.

Your application is considered public. If the city receives a request, they will need to provide it.

Staff recommends that you discuss your proposal with your neighbors before you submit it. This can help address any concerns they may have.

The applicant is responsible for paying out-of-pocket expenses. This includes:

- Administrative, engineering, or legal expense for processing your application

QUESTIONS?

Shoreview Community Development Department
 651-490-4680 | zoningpermits@shoreviewmn.gov

