

REQUIRED APPLICATION INFORMATION

Applicant Name(s)

Applicant Street Address

City, State & Zip Code

Applicant Phone Number(s)

Applicant E-mail Address

Property Owner Name(s)

Street Address of Subject Property

City, State & Zip Code

Property Owner Phone Number(s)

Property Owner Address

Applicant's Interest in Subject Property:

_____ Contractual (Attach Evidence)

_____ Freehold

1. Complete Legal Description of Subject Property:

Total Area (Acres or Square Feet) of Subject Property _____

Present PUD Zone Classification of Subject Property _____

Proposed PUD Zone Classification of Subject Property _____

2. Description of Request (If more space is needed, please write response on an attached sheet).

3. Describe briefly the effect of the proposed amendment (how will the immediate area be impacted?).

4. Do you contend an error was made when the present PUD general development plan was established?

Yes No If 'yes', what is the error and how would it be corrected by the proposed amendment?

5. What changed or changing conditions or character of the area make the passage of this amendment desirable?

6. Describe any other circumstances or reasons which justify passage of the requested amendment.

FOR YOUR INFORMATION: Please be advised that the Minden Township Orderly Annexation Area Planning Board will strongly consider the responses to questions 2 through 6 in their respective decisions.

I HEREBY CERTIFY THAT I HAVE READ, EXAMINED, AND UNDERSTAND THIS APPLICATION AND THAT THE INFORMATION SUBMITTED HEREIN AND ATTACHED HERETO IS TRUE, ACCURATE, AND CORRECTLY STATES MY INTENTIONS.

Applicant Signature(s) _____ Date _____

Property Owner Signature(s) _____ Date _____

APPLICATION PROCESS FOR PUD AMENDMENTS

- Requests for PUD zoning amendments are reviewed first by the Planning Office staff and then by the Minden Township Orderly Annexation Area Planning Board.
- A public hearing is conducted by the Minden Township Orderly Annexation Area Planning Board to accept testimony from you, neighboring property owners, and any other interested member of the public.
- At least ten (10) days prior to the public hearing date, notice of each public hearing is sent by the St. Cloud Planning and Zoning Dept. to all property owners located within three hundred fifty (350) lineal feet of the property.
- At least ten (10) days prior to the public hearing date, the Planning and Zoning Dept. will have notice of the public hearing before the Minden Township Orderly Annexation Area Planning Board published in the legal section of the *St. Cloud Times*.

It is strongly recommended that you take the initiative to meet with neighboring property owners/tenants about your PUD zoning amendment request prior to submitting your application to the Minden Township Orderly Annexation Area Planning Board for formal consideration.

- Upon receipt of your completed application for the PUD zoning amendment, the St. Cloud Planning and Zoning staff will prepare a written report that will include various pieces of factual information/data about your request, an analysis and a recommendation to approve, approve with conditions or modifications, or disapprove the requested amendment.
- Your application materials and the report generated by the St. Cloud Planning and Zoning Dept. staff will be mailed or delivered to the Minden Township Orderly Annexation Area Planning Board five days prior to the public hearing date.
- On the Friday preceding the meeting, you will be mailed a copy of the agenda for the meeting date and a copy of all information provided to the Minden Township Orderly Annexation Area Planning Board related to your request.
- It is suggested that you – the applicant, or your designated representative, testify at the public hearing by outlining what your request is and why you believe it should be approved. You may be asked to respond to questions/concerns expressed by neighboring property owners, Minden Township Orderly Annexation Area Planning Board members, or any other interested member of the public.

Please be aware that any written information you provide with your application or at the public hearing, including pictures, becomes the property of the Minden Township Orderly Annexation Area Planning Board. All comments made at all meetings of the Minden Township Orderly Annexation Area Planning Board become a matter of public record.

- In accordance with the Minden Township Orderly Annexation Area Planning Board's rules of order and procedure, individual commission members will not accept or participate in any discussion or review/receipt of information related to any pending request outside of an official meeting of the Minden Township Orderly Annexation Area Planning Board (ex-parte contacts prohibited). However, it is probable that each member may physically visit and/or view the subject property.
- When the public hearing is closed by the Minden Township Orderly Annexation Area Planning Board chair, no additional testimony will be accepted from the applicant nor any other interested party. The Minden Township Orderly Annexation Area Planning Board will proceed to discuss and debate your request amongst themselves and with staff from the St. Cloud Planning and Zoning Dept. The Minden Township Orderly Annexation Area Planning Board may choose to table a decision on the matter to their next meeting, particularly if they believe additional information is needed. The Minden Township Orderly Annexation Area Planning Board will make the final decision on your PUD amendment.

Should you have any questions at any time about your application, the amendment process before the Minden Township Orderly Annexation Area Planning Board, or any other related matter, you are encouraged to call the St. Cloud Planning and Zoning Dept. at (320) 255-7218.