



Instructions for a Amendment to Comprehensive Plan Application

Questions?

Please call the Planning Department at 234-4203:

Important Points-

- ✓ Cost is \$350.00 (non-refundable)
- ✓ Application is due the 3rd Friday of the month to be on the next month's agenda
- ✓ Copy of deed is needed (for rezoning of property)
- ✓ Planning Commission meeting is the 3rd Tuesday of the month at 5:30 p.m. in the City Council Chambers
- ✓ Planning Commission makes a recommendation to the City Council which meets the 2nd and 4th Tuesdays of the month

**CHANGE IN AMENDMENT TO COMPREHENSIVE PLAN APPLICATION
PROCEDURES
SECTION 154.168, ZONING ORDINANCE
City of Hutchinson**

APPLICATION FEE: \$350.00 if amendment will change the official zoning map. (developer will be assessed additional costs if those costs exceed the application fee) all fees are due at the time of application and are nonrefundable.

PROCEDURE A: WHEN INITIATED BY OWNER OF REAL ESTATE IN THE CITY

1. Application is submitted containing the information listed in Section 154.168 (City Code) and the application fee made payable to the City of Hutchinson on or before the third Wednesday of the month.
 2. The application is addressed to and submitted to the City Planning Department.
 3. A public hearing is set according to Section 154.171 of the Zoning Ordinance.
 4. The city planning staff reviews the proposal and all submitted information and forwards a recommendation for action to the Planning Commission.
 5. The Planning Commission holds the public hearing. The Planning Commission meeting is the third Tuesday of the month at 5:30 p.m. in the City Center Council Chambers, 111 Hassan Street S.E.
 6. The City Council considers the proposal and the Planning Commission recommendation. The Council may table the amendment proposal for 60 days, refuse or adopt the amendment by ordinance.
 7. If adopted, the Council conducts the second reading of the ordinance, signs and publishes the ordinance.
 8. The amendment is part of the Official Zoning Ordinance.
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PROCEDURE B: WHEN INITIATED BY CITY STAFF, PLANNING COMMISSION OR CITY COUNCIL

1. Such body shall transmit proposal to the Planning Commission.
2. A public hearing is set according to 154.171 of the Zoning Ordinance.
3. The city planning staff reviews the proposal and all submitted information and forwards a recommendation for action to the Planning Commission.
4. The Planning Commission holds the public hearing. Within 30 days of the close of the hearing, the Planning Commission submits its recommendation to the City council.
5. The City Council considers the proposal and the Planning Commission recommendation. The Council may table the amendment proposal for 60 days, refuse or adopt the amendment by ordinance.
6. If adopted, the Council conducts the second reading of the ordinance, signs and publishes the ordinance.
7. The amendment is part of the Official Zoning Ordinance.

**APPLICATION FOR AMENDMENT TO THE COMPREHENSIVE PLAN
City of Hutchinson, Minnesota**

Date filed: _____

1. Name of Applicant: _____ 2. Telephone No.: _____
Fax No. _____

3. E-mail Address _____ 4. Cell Phone No.: _____

5. Address of Applicant: _____

6. Name of Property Owner: _____
(if different from applicant)

7. Street Address of Property Involved: _____

8. Legal Description of Property: _____

9. Present Land Use Designation: _____ 10. Proposed Land Use Designation: _____

11. Present Use of Property: _____

12. Proposed Use of Property: _____

13. Area of Property to be reclassified in square feet or acres, or fraction thereof: _____

Note: A map, drawn to scale, clearly showing the property proposed to be reclassified and its present zoning classification and existing uses must accompany this application.

Date: _____ Legal Property Owner Signature: _____