



## **COMPREHENSIVE PLAN AMENDMENT** **APPLICATION PROCEDURES**

### **The City of Empire** **Dakota County, Minnesota**

1. Obtain this Application form from the Clerk-Administrator or at the City Hall.
2. Complete the application, pay fees, and provide any required documentation.
  - A public hearing will be set with The City of Empire Planning Commission.
  - A notice for the Public Hearing must be published in the official City of Empire newspaper at least 10 days prior to the scheduled public hearing date.
  - A notification by mailing (for land use and sewer staging amendments) to adjacent property owners within 350 feet of the subject parcel, or the nearest ten property owners, whichever is greater, will also be notified.
3. The City of Empire Planning Commission will make a recommendation to City Council. The City Council must take action on the Application within 60 days based upon the recommendations of the Planning Commission, unless the review period is extended in writing to 120 days.

#### **Responsibility for Costs**

The City of Empire has adopted ordinances that require reimbursement of costs associated with the review of any development proposals, ordinance or comprehensive plan amendments under consideration by the City. These costs may include planning, engineering and legal fees. Payment of fees associated with reviews, in addition to the permit fees, will be the responsibility of the applicant, and payment will be required prior to final approval by the City of Empire.

**The Planning Commission meets the 1st and 3rd Tuesdays of the month at 8:00 pm. The City Council meets the 2nd and 4th Tuesdays.  
Phone (651) 463-4494 Fax (651) 463-4620**

**COMPREHENSIVE PLAN AMENDMENT APPLICATION**  
**The City of Empire**  
**Dakota County, MN**

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Applicant: \_\_\_\_\_ Phone: (    ) \_\_\_\_\_  
                    Last Name                      First                      MI

Address: \_\_\_\_\_  
                    \_\_\_\_\_

Owner (If different from applicant): \_\_\_\_\_

Legal Description of Property (for Land Use Amendment Only):

Section: \_\_\_\_\_ City: \_\_\_\_\_ Range: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Addition: \_\_\_\_\_

Metes and bounds description attached: \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

Existing Sewer Stage: \_\_\_\_\_ Proposed Sewer Stage: \_\_\_\_\_

For Comp Plan Text Amendment Describe Purpose And Nature Of Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Non-refundable Application Fee: \$250.00  
Consultant Escrow: \$1200.00  
Total: \$1450.00

**AGREEMENT: I hereby certify that the information contained herein is correct, and agree to pay all fees and other costs to review the application that are incurred by the City of Empire for professional consultants.**

Dated: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_