



APPLICATION INSTRUCTIONS
Amendment to the Text of the Township Zoning Ordinance or
Township Zoning Map

This instruction sheet explains application requirements for requests to amend the township zoning ordinance or zoning map. More information and a fee schedule for permits can be found on the "Building Permits, Land Use, and Zoning Procedures" handout available on the township website or from the town clerk. If you are unsure whether a structure or project requires a permit, contact the Eureka Town Clerk at 952-469-3736 or eurekatn@frontiernet.net.

General Requirements

To change a provision of the Eureka Township Zoning Ordinance (Ordinance 3) or Township Zoning Map, you must request an amendment to the text of the ordinance. Such requests are governed by Eureka Township Ordinance 1, Ch. 5. You can get a copy of the ordinance from the town clerk or from the Eureka Township website at <http://eurekatownship-mn.us/permits.html>.

General requirements for requests to amend the zoning ordinance or zoning map are as follows:

1. Individuals wishing to initiate an amendment to the zoning ordinance shall fill out an application and submit it to the Secretary of the Planning Commission or Town Clerk, together with a fee and escrow as set forth in Eureka Township Ordinance 7.
2. A public hearing on the rezoning application shall be held by the Planning Commission after the request for zoning amendment has been received. Notice of said hearing shall be published in the official newspaper designated by the Town Board at least ten (10) days before the day of the hearing. Notification shall be given by first class mail to all residences within one mile of the property proposed to be rezoned. The failure of such notice to reach any resident, so long as the notice was attempted by the Town Board, shall not invalidate the proceeding. The Planning Commission shall make its report to the Town Board at the next regular meeting of the Town Board following the hearing recommending approval, disapproval, or modified approval of the proposed amendment.
3. The Town Board will review the application and the recommendation of the Planning Commission, along with the record of the public hearing and other pertinent information. The Town Board will make a decision to approve or deny the application.
4. No application of a property owner for an amendment to the text of the Ordinance or the zoning map shall be considered by the Planning Commission within the one-year period following a denial of such request, except the Planning Commission may permit a new application, if in the opinion of the Planning Commission, new evidence or a change of circumstances warrant it.

Documents Required for a Complete Application

To be considered complete, an application for a request to amend the zoning ordinance or zoning map requires all of the following, unless waived by the Zoning Administrator:

1. Completed "Zoning Ordinance Text Amendment Application" form, signed by the landowner(s). (If the individual signing the form has power of attorney for the landowner or is acting on behalf of a trust, attach proof the individual is authorized to act in this capacity).
2. Application fee and escrow, as set forth in Eureka Township Ordinance 7.