



Fee – \$200, plus additional
costs incurred.

APPEALS APPLICATION

City of Isanti
110 First Avenue NW • PO Box 428
Isanti, MN 55040
Phone: 763.444.5512 • Fax: 763.444.5560
www.cityofisanti.us

Applicant Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Fee Owner and Consent of Application: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: ____ - ____ - ____ Fax: ____ - ____ - ____ Cell: ____ - ____ - ____ E-mail: _____

Project/Development Name: _____

Address or General Location of the
Property: _____

Legal Description of Property
Involved: _____

Present Use of Property: _____

Proposed Use of Property: _____

Present Zoning: _____ Present Land Use Designation: _____

This application shall be completed in full and shall be accompanied by all information and plans required by applicable City Ordinance provisions. Before filing this application, you should contact the Community Development Department to determine the specific ordinance and procedural requirements applicable to your application. A determination of completeness will be made by city staff and a written notice of application deficiencies shall be mailed to the applicant.

This is to certify that I am making application for the described action by the City and I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name. I am the party whom the City should contact regarding any matter pertaining to this application. I have attached a copy of proof of ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement), or I am the authorized person to make this application and the fee owner has signed this application.

I will keep myself informed of the deadlines for submission of materials and the progress of this application. I further understand that additional fees may be charged for consulting fees, feasibility studies, etc. An estimate shall be provided prior to any authorization to proceed with the study. The documents and information I have submitted are true and correct to the best of my knowledge.

Applicant Signature:_____ Date:_____

Property Owner Signature:_____ Date:_____

Application Fees

1. Non-refundable fee – \$200, plus additional costs

Items to Accompany Application

1. Application Form
2. Application Fees
3. Other supplemental information and materials as required by City Staff.
4. Proof of Ownership (either copy of Owner's Duplicate Certificate of Title, Abstract of Title or Purchase Agreement) or letter from property owner granting approval.
5. Written statement specifying the specific grounds upon which the appeal is being made.

Acceptance of Application

The application is subject to acceptance by the City upon review of the application and necessary materials being submitted. The application may also be subject to the acceptance by the Development Advisory Committee. City engineering approval may be required. Application materials shall meet engineering requirements set forth by the city engineer or as stated within the city code.

Date Received:_____ Date application deemed complete:_____

Application Fee:_____

City Planner

Date

Updated 2.9.2015

SECTION 21 - ARTICLE 6: APPEALS

Subdivision 1: Board of Adjustment and Appeals Designation and Powers

The City Council shall act as the Board of Adjustment and Appeals and shall have the following powers:

- A. To hear and decide appeals where it is alleged that there is an error in any order, requirement, decision, or determination made by an administrative official in the enforcement of the Zoning Ordinance.
- B. To hear and decide requests for variances from the literal provisions of this Ordinance in instances where their strict enforcement would cause undue hardship because of circumstances unique to the individual property under consideration.

Subdivision 2: Applicability

An appeal shall only be applicable to an interpretation of legislative intent of provisions of this Ordinance. Opinions and evaluations as they pertain to the impact or result of a request are not subject to the appeal procedure.

Subdivision 3: Filing

An appeal from the action of an administrative officer of the City shall be filed by the property owner or their agent with the Zoning Administrator within thirty (30) days after the making of the order, requirement, or interpretation being appealed.

Subdivision 4: Stay of Proceedings

An appeal stays all proceedings and the furtherance of the action being appealed unless it is certified to the Board of Adjustment and Appeals, after the notice of appeal is filed, that by reason of facts stated in the certificate of stay would cause imminent peril to life and property. In such case, the proceedings shall not be stayed other than by a restraining order which may be granted by a court of record on application, and upon subsequent notice to the City.

Subdivision 5: Procedure

The procedure for making such an appeal shall be as follows:

- A. The property owner or their agent shall file with the Zoning Administrator a notice of appeal stating the specific grounds upon which the appeal is made. Said application shall be accompanied by a fee as established by City Council resolution. In cases where the application is judged to be incomplete, the Zoning Administrator shall notify the applicant, in writing, within ten (10) business days of the date of submittal.
- B. The Zoning Administrator shall prepare technical reports and request supporting reports and documentation from other staff members when appropriate. The Zoning Administrator shall provide general assistance in preparing a recommendation on the action to the Board of Adjustment and Appeals.
- C. The Board of Adjustment and Appeals shall make its decision by resolution within sixty (60) days from the date on which a completed application is filed.
- D. The Zoning Administrator shall serve a copy of the final order of the Board upon the petitioner by mail.

Subdivision 6: Appeals from the Board of Adjustment and Appeals

Any person or persons, any private or public board, or taxpayer of the City aggrieved by any decision of the Board of Adjustment and Appeals shall have the right to seek review of the decision with a court of record in the manner provided by the laws of the State of Minnesota, and particularly Minnesota Statutes, Chapter 462, as such statutes may be from time to time amended, supplemented, or replaced.

