



WHITE BEAR TOWNSHIP  
1281 Hammond Road  
White Bear Township, MN 55110  
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[wbt@whitebeartownship.org](mailto:wbt@whitebeartownship.org)

## COMPREHENSIVE PLAN AMENDMENT APPLICATION FORM

**Application Fee \$110.00 plus \$200.00 Expense Deposit**

An amendment to the Comprehensive Plan may be granted or denied by the Town Board after recommendation by the Planning Commission.

### APPLICANT INFORMATION

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
*Street Address* *Suite / Unit #*

\_\_\_\_\_ \_\_\_\_\_  
*City* *State* *ZIP Code*

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### PROPERTY INFORMATION

Property Owner: \_\_\_\_\_

Address of Site: \_\_\_\_\_  
*Street Address* *Suite / Unit #*

\_\_\_\_\_ \_\_\_\_\_  
*City* *State* *ZIP Code*

Contact Person: \_\_\_\_\_ Business Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

### REVIEW PROCESS

1. Submit electronically plus 10 hard copies of the application and all supporting information to the Township. (minimum of 3 weeks prior to Planning Commission Meeting)
2. Planning Commission (4<sup>th</sup> Thursday of the month @ 6:30 p.m. at the Town office)
3. Town Board Call Public Hearing (1<sup>st</sup> Monday of the following month @ 7 p.m. at Heritage Hall)
4. Town Board (Public Hearing)
5. Town Board (Action subject to Public Hearing Schedule)

It is the policy of White Bear Township that all identifiable costs associated with a Comprehensive Plan Amendment within the Township shall be the sole responsibility of the owner of said property. The costs shall include, but are not limited to the following: Township planning review costs (reports, meetings, site review); engineering review costs; legal costs (preparation of hearing notices, legal research, certification costs); publication costs (notice of hearing); reapportionment of assessments (engineers report); mailings and Ownership Reports (ownership/encumbrance).

**Prior to the final approval by the Town Board, all Township expenses to date shall be paid by the owner. Subsequent expenses not paid at the time of final approval (due to billings by consultants, etc.) shall be due upon receipt of a billing from the Township.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



*For Office Use Only*

Application Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_

Payment Received:  Permit Fee \$110 + \$200      Check # \_\_\_\_\_ Final Approval \_\_\_\_\_