



WHITE BEAR TOWNSHIP
1281 Hammond Road
White Bear Township, MN 55110
Phone: 651-747-2750
Fax: 651-426-2258
wbt@whitebear township.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 (4th Thursday of the month @ 6:30 p.m. at the Town office)
3. Town Board Call Public Hearing (1st 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 _____