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**APPEAL OF THE DECISION OF THE CITY PLANNING COMMISSION, BOARD OF  
ADJUSTMENT, OR THE ZONING ADMINISTRATOR APPLICATION**

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**525.320. Appeals of decisions of the city planning commission or board of adjustment.**

- (a) *Purpose.* All decisions of the city planning commission and board of adjustment shall be final subject to appeal to the city council, except where the commission or board decision is an advisory recommendation to the city council.
- (b) *Procedure and decision-making body.* Appeals may be initiated by any affected person by filing the appeal. All appeals shall be filed within ten (10) calendar days of the date of decision by the city planning commission or board of adjustment. No action shall be taken by any person to develop, grade or otherwise alter the property until expiration of the ten-day appeal period and, if an appeal is filed pursuant to this section, until after a final decision has been made by the city council. Not less than ten (10) days before the public hearing to be held by the appropriate committee of the city council to consider the appeal, the zoning administrator shall mail notice of the hearing to the property owners and the registered neighborhood group(s) who were sent notice of the public hearing held by the city planning commission or the board of adjustment. The failure to give mailed notice to individual property owners, or defects in the notice, shall not invalidate the proceedings provided a bona fide attempt to comply with this section has been made. The appropriate committee of the city council shall hold a public hearing as provided in section 525.220 and make decisions on appeals of city planning commission or board of adjustment decisions. The city council's decision shall be final, subject to the right of subsequent judicial review.
- (c) *Required findings or criteria.* The city council's decision shall be based on the same decision-making criteria utilized by the city planning commission or board of adjustment, as specified in this ordinance.

**525.330. Appeals of decisions of the zoning administrator.**

- (a) *Purpose.* All findings, requirements, and decisions of the zoning administrator, director of regulatory services, planning director or other official involved in the administration or the enforcement of this zoning ordinance shall be final subject to appeal, except as otherwise provided by this zoning ordinance.
- (b) *Procedure and decision-making body.* All appeals shall be filed within ten (10) calendar days of the date of the decision. Timely filing of an appeal shall stay all proceedings in the action appealed, unless the zoning administrator certifies to the board of adjustment, with service of a copy to the applicant, that a stay would cause imminent peril to life or property, in which case the proceedings shall not be stayed. The board of adjustment shall hold a public hearing as provided in section 525.220 and make decisions on appeals, subject to appeal to the city council as specified in section 525.320.
- (c) *Required findings or criteria.* Whether an error has been made in interpreting or applying the provisions of the zoning ordinance.

For reasonable accommodations or alternative formats please contact 311 at 612-673-3000. People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626. Para asistencia 612-673-2700 - Rau kev pab 612-673-2800 - Hadii aad Caawimaad u baahantahay 612-673-3500.

## APPEAL OF THE DECISION OF THE CITY PLANNING COMMISSION, BOARD OF ADJUSTMENT, OR THE ZONING ADMINISTRATOR APPLICATION REQUIREMENTS CHECKLIST

A complete application must be received in the Community Planning and Economic Development—Planning Division office within the prescribed time period. Faxed applications are not accepted. Staff will only accept applications that include all of the items listed below. If any of the items are missing at the time of submittal, staff will not accept the application.

	Correct fees paid (checks payable to Minneapolis Finance Department).
	Statement of reason for appeal.
	Completed Appeal Application Worksheet and signed Notice of Appeal form.
	Electronic copy of the application submittal.

### FEES

APPLICATION TYPE	FEE (DOLLARS)
Appeals of the decision of the city planning commission or board of adjustment	540
Appeals of the decision of the zoning administrator, planning director or other official involved in the administration or the enforcement of this zoning ordinance	540

## APPEAL OF THE DECISION OF THE CITY PLANNING COMMISSION, BOARD OF ADJUSTMENT, OR THE ZONING ADMINISTRATOR APPLICATION WORKSHEET

<b>Appellant</b>	Name	
	Mailing address, including city, state and zip code	
	Phone number	
	Email	

### NOTICE OF APPEAL

Choose one:

\_\_\_\_\_ I, \_\_\_\_\_ (print name) do hereby file an exception to the Decision of the **City Planning Commission** as provided for in Chapter 525.320;

\_\_\_\_\_ I, \_\_\_\_\_ (print name) do hereby file an exception to the Decision of the **Board of Adjustment** as provided for in Chapter 525.320;

\_\_\_\_\_ I, \_\_\_\_\_ (print name) do hereby file an exception to the Decision of the **Zoning Administrator** as provided for in Chapter 525.330;

Project Name	
Project Address(es)	
PLAN Number	

Further, I do hereby request that I be given an opportunity to express my case before the Board of Adjustment or the proper committee of the City Council.

The action being appealed and the reasons for appealing the decision are attached and made a part of this notice of appeal.

Appellant's Name: \_\_\_\_\_

Appellant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_