

# Zoning Ordinance Amendment and/or Rezone Application

For more information, see our website at: [Home | Windemere Township](#)

## REQUIRED APPLICATION CHECKLIST

- Completed application form – *Submitted only via email to [zoning@windemeretownship.com](mailto:zoning@windemeretownship.com)*
- Application fee \$750 – *Check Only – Payable to “Windemere Township” and mailed to the above mailing address*
- Escrow amount \$2000 – *Check Only – Payable to “Windemere Township” and mailed to the above mailing address*
- Escrow agreement, see Attachment B

## APPLICANT INFORMATION

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			
Site Address or Location	City	State	ZIP
Parcel Number (PID)			

## OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)

Name	Phone		
Mailing Address	City	State	ZIP
Email Address			

## ZONING ORDINANCE PROPOSED AMENDMENT

Proposed amendment section
Reasoning for proposed amendment

## REZONE REQUEST

Current zoning district	Current shoreland overlay district
Proposed zoning district	Proposed shoreland overlay district
Reasoning for rezone request	

## AGREEMENT

I understand that by signing this form, the property in question may be visited by Windemere Township and its agents throughout the application process. I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of the Zoning Ordinance and other applicable ordinances.

*Applicants Name	*Applicants Signature	*Date
*Property Owners Name	*Property Owners Signature	*Date
<b>-FOR OFFICE USE ONLY-</b>		
Date Received:	File #:	

**Attachment B**  
**WINDEMERE TOWNSHIP**  
**ESCROW POLICIES AND PROCEDURES**

**The following items are to be read, and this statement signed before any application is accepted.**

It is the policy of the Windemere Town Board that events resulting from planning and zoning and development, to include any right-of-way work, in Windemere Township should not create costs to be borne by the taxpayers. The Town Board has adopted a fee schedule and requires an escrow deposit to cover consultant planning, engineering and legal fees related to each application.

The escrow monies are for, but not limited to, any fees that are incurred by the Towns attorney, planner, or engineer. Please note that the attorney, planner or engineer are not Windemere Township employees, they are contracted consultants. If the fees incurred for these services are more than the escrow amount, that amount will be billed to the applicant. The applicant is responsible for having payment submitted to Windemere Township within 30 days of the billing date.

Any unreimbursed amounts constitute a service charge the Township will certify to the County Auditor for collection on the applicant's property as provided in Minn. Stat. § 366.012.

If the fees incurred are less than the escrow amount, the balance will be returned to the applicant.

By signing this, I agree to pay fees associated with my application and understand the above escrow policies and procedures.

\_\_\_\_\_  
Sign Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Email this signed form to the Windemere Township Zoning Administrator at [zoning@windemeretownship.com](mailto:zoning@windemeretownship.com), along with all other required application documents.