



**APPLICATION FOR APPOINTMENT TO THE  
NOWTHEN PLANNING AND ZONING COMMISSION**

We welcome your interest in being an applicant for the Nowthen Planning and Zoning Commission. Any resident of Nowthen is eligible for appointment to the Commission as established by the City Council.

**PERSONAL INFORMATION**

Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

How long have you lived in the City? \_\_\_\_\_

Occupation: \_\_\_\_\_

Employer: \_\_\_\_\_

1. Are you currently serving or have you served on any City Commissions or Committees? Yes \_\_\_ No \_\_\_ If yes, please indicate which one/s and the dates of service.
  
2. Are any members of your immediate family presently employed by the City of Nowthen or serving on any of the City's commissions or committees? Yes \_\_\_ No \_\_\_ If yes, please explain:

**COMMITMENT TO POSITION**

*Advisory groups play an essential role in city government. The City Council is supported by various groups who focus on specific issues. After studying the issues, these groups make recommendations to the City Council. **Sometimes the City Council will approve the recommendations of the group, but at other times, these recommendations will only be one of many factors the Council must weigh when making a final decision.***

I have read and understand the Planning and Zoning Commission Policy on Commission Structure, Meeting Order, and General Procedures including the Code of Conduct and commit to adhering to them. Yes \_\_\_\_\_ No \_\_\_\_\_

The Planning Commission meets the Fourth Tuesday of the month at 7:00 p.m. at Nowthen City Hall. Commissioners spend from three to eight hours per month preparing for meetings, meeting with residents, and attending commission meetings. Can you meet this time commitment? Yes, I can \_\_\_\_\_ No, I can't \_\_\_\_\_

Are you willing to complete the training required for the position? Yes, \_\_\_ No, \_\_\_

**EDUCATION AND EXPERIENCE**

- 3. Describe your educational background.
- 4. Describe your work experience which may benefit serving on the Commission:
- 5. Describe your professional, civic or community activities, which may be relevant to the Commission:
- 6. Describe any other qualifications, experience, education, special background, interests, strengths, or abilities which you would like the City Council to consider for the appointment you are seeking:

**REFERENCES**

Please list three references (Name, Address, Phone, and Relationship)

#1: \_\_\_\_\_

#2: \_\_\_\_\_

#3: \_\_\_\_\_

## **CONFLICT OF INTEREST**

Conflict of interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive persona gain, whether it is direct or indirect.

In accordance with this definition, do you have any legal or equitable interest in any business, however organized, which could be construed as a conflict of interest? Yes \_\_\_ No \_\_\_ If yes, please provide details on a separate sheet of paper.

In accordance with this definition, do you own any real property located in Nowthen in which you have a legal or equitable interest which could be construed as a conflict of interest? Yes \_\_\_\_\_ No \_\_\_ If yes, please provide details on a separate sheet of paper.

Do you participate in any activities that may be viewed as a conflict of interest in serving on the Planning and Zoning Commission?

Yes \_\_\_\_\_ No \_\_\_ If yes, please provide details on a separate sheet of paper.

## **INFORMATION DISCLOSURE: NOTICE TO APPLICANTS**

In accordance with M. S. 13.04 Subd. 2 we must inform you of your rights as a subject of government data. The information you give us about yourself is needed to identify you an assist in determining your suitability for the position for which you are applying. The information that we collect about you is classified as either Public or Private. Public means that it is available to anyone who asks to see it. Private means that the information is available only to the person the information is about and city staff or council who must use it in the normal course of conducting City business as otherwise provided for by law.

As the person executing this application, I acknowledge that an investigation will be conducted for use in determining my qualifications. I hereby expressly authorize release of any and all information which any organization, company or person may have, including information of a confidential or privileged nature. I hereby release the City and any organization, company or person furnishing information to the City, as expressly authorized above, from any liability for damage which may result from furnishing the information requested.

You are not legally required to supply the information requested in this application. However, if you do not supply the requested information, the City may be unable to adequately evaluate your suitability for service, which may reduce your chances for appointment to a City Commission.

I hereby certify that the facts with in the foregoing application are true and correct to the best of my knowledge.

## **SIGNATURE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### **YOU MAY SUBMIT A COVER LETTER AND OR RESUME IF DESIRED HOWEVER APPLICATION MUST BE COMPLETED**

**Information/Questions, Contact:**

Natalie Johnson 763-441-1347

Date Received: \_\_\_\_\_

**Return Application to:**

City of Nowthen  
8188 199<sup>th</sup> Ave NW  
Nowthen, MN 55330

(Application for Planning and Zoning Commission: revised 12-12-2024)