



COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the Community Development Manager.
Late or incomplete applications will not be accepted.

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

A. PURPOSE OF COMPREHENSIVE PLAN: The comprehensive plan for the city contains objectives, policies, standards and programs to guide public and private land use, development, redevelopment and preservation for all lands and waters within the city. The land use plan designates the existing and proposed location, intensity and extent of use of land and water for agricultural, residential, commercial, industrial and other public and private uses.

B. APPLICATION REQUIREMENTS:

The following materials must be submitted for the application to be considered complete:

- Completed Planning Application, with signatures from the Applicant and/or Property Owner, if different from the Applicant. The application must also include the attached "Statement Explaining Escrow Fee Payment" form, to be signed by the Applicant.
- Fee (*including escrow*) as noted in the attached Fee Schedule with Planning Application. Checks made payable to **City of Mendota Heights**.

NOTE: Planning Application fees and escrow fees do not cover building permit fees, utilities, or other fees which may be required after application approval or to complete the proposed project.

- One (1) electronic copy via email, flash-drive or similar, plus two (2) full-sized hard copy sets with measurable scale of all required plans.
- Electronic and hard copies of all the required materials must be submitted according to the Planning Application submittal schedule.

Detailed Written Statement (to include the following):

- An explanation of the character of the proposed use of the property.
- A statement of proposed financing for development of the property.
- A statement of the present ownership of all of the property in question.
- A general indication of the expected schedule of development including progressive phasing and time schedules, if applicable.
- The character and density of dwelling units.
- Estimated industrial acreage and projected employment.
- Estimated square footage of commercial development.
- Estimated amount of developed open space.

Sketch Plan.

A sketch plan must show enough of the area surrounding the property in question to demonstrate the relationship of the proposed amendment to adjoining uses, both existing and proposed:

- The existing topographic character of the land.
- Existing and proposed land uses and the approximate location of buildings, utilities, and unique development features of the site.
- The location of major thoroughfares.
- Public uses, including schools, parks, playgrounds, and other open spaces.

C. Referral to Planning Commission: The city clerk shall refer all applications for amendment to the planning commission. The council may, by resolution, initiate the request for a comprehensive plan amendment and refer the same to the planning commission. Upon receipt of the application and application fee, the city clerk shall establish a date for a public hearing by the planning commission and shall be responsible for the publication of hearing notices.

D. Planning Commission Hearing and Recommendation: The planning commission shall hold a public hearing affording an opportunity for all parties interested to be heard. The city clerk shall give not less than ten (10) days' nor more than thirty (30) days' notice of the time and place of such hearing published in the designated legal newspaper for the city. Within sixty (60) days after the date of reference by the council, the planning commission shall make a written report to the council stating its findings and recommendations. The council may request further information and report from the planning commission.

E. Action by City Council:

1. The council shall not amend the comprehensive plan without having first referred it to the planning commission.
2. If the planning commission fails to make a report and recommendation to the council within sixty (60) days after referral of the application, the council may take action without further awaiting such recommendation.
3. The council may, by resolution adopted by an affirmative vote of four-fifths ($\frac{4}{5}$) of its members, adopt and amend the comprehensive plan or portion thereof so recommended.

F. Chapter Provisions Supersede Comprehensive Plan: Until such time as this chapter is amended to conform to the comprehensive plan, this chapter shall supersede the comprehensive plan; provided, however, that the council shall take no action in amending this chapter in a manner inconsistent with the comprehensive plan.