

## Comprehensive Plan Amendment Submittal Checklist

1. Land Use Application form and associated fee(s)
2. An up-to-date boundary survey or scaled drawing (engineering scale only, at 1"=50' or less) including:
  - legal description of the property
  - boundary lines of the property with lot dimensions and area calculations
  - property lines within 50 feet of the property
  - existing and proposed easements (public and private)
  - existing and proposed buildings and other improvements on the property
  - minimum building and parking/drives setback lines
  - identification of wetlands and other water bodies
  - sidewalks and trails
3. A typewritten narrative that describes how the request meets one of the following findings:
  - a. A mistake was made in the original land use designation of the property
  - b. The conditions have changed to such an extent that no reasonable use can be made of the property with the current land use designation
4. The narrative must also include:
  - how the proposed land use change is consistent with the goals, objectives and policies of the Comprehensive Plan
  - current land use designation and zoning classification of subject property and properties within 350 feet of subject property
  - existing land uses on subject property and properties within 350 feet of subject property
  - proposed land uses on subject property
  - compatibility of proposed land use with surrounding area
5. Other information as requested by Community Development or Planning staff to process the application

\*\*\*Please email electronic copies (PDF) of your amendment application and supporting documents to [planning@coonrapidsmn.gov](mailto:planning@coonrapidsmn.gov). You may instead mail or drop off documents, if preferred, to:  
Planning Division, 11155 Robinson Dr., Coon Rapids, MN 55433.\*\*\*

\*\*\*A link will be sent to you to pay any fees online after documents are received. You may instead mail a check to the "City of Coon Rapids" with your submission.\*\*\*

Questions? Contact our Planning Department at 763-767-6430 or [planning@coonrapidsmn.gov](mailto:planning@coonrapidsmn.gov)