

## Zone Change/Rezoning 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 zoning 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 zoning
4. The typewritten narrative must also include:
  - how the proposed zoning change is consistent with the goals, objectives and policies of the Comprehensive Plan
  - current and future land use designation and zoning classification of subject property and properties within 350 feet of subject property
  - existing uses on subject property and properties within 350 feet of subject property
  - proposed zoning on subject property
  - compatibility of proposed zoning with surrounding area
5. Typewritten legal description of the property (in Word Document format)
6. Other information as requested by Community Development or Planning staff to process the application

\*\*\*Please email electronic copies (PDF) of your zone change 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)