

## Zoning Ordinance Text Amendment Submittal Checklist

1. Land Use Application form and associated fee(s)
2. A typewritten narrative that describes the:
  - section of the zoning ordinance for which the amendment is requested
  - suggested language for the text amendment
  - reason(s) for the text amendment
  - compatibility of the proposed text amendment with the goals, objectives and policies of the Comprehensive Plan
  - effect of the text amendment on present and future land uses
3. Other information as requested by Community Development or Planning staff to process the application

\*\*\*Please email electronic copies (PDF) of your ordinance 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)