



# Comp Plan Amendment

PROPERTY INFORMATION	
Property Address	
Parcel ID Number	
OWNER INFORMATION	
Owner Name	
Owner Address	
Owner Phone	
Owner Email	
APPLICANT INFORMATION	
Applicant Name	
Applicant Address	
Applicant Phone	
Applicant Email	

AMENDMENT REQUEST	
Existing Property Designation	
Proposed Property Designation	
Purpose of Comp Plan Amendment:	

**OWNER'S STATEMENT**

I am the owner of the above described property and I agree to this application. By signing this application, I certify that all fees, charges, utility bills, taxes, special assessments and other debts or obligations due to the city by me or for this property have been paid. I further certify that I am in compliance with all ordinance requirements and conditions regarding other city approvals that have been granted to me for any matter. (If the owner is a corporation or partnership, a resolution authorizing this action on behalf of the board or partnership must be attached.)

---

**Signature**

**Date**

**APPLICANT'S STATEMENT**

This application should be processed in my name, and I am the party whom the city should contact about this application. I have completed all of the applicable filing requirements and, to the best of my knowledge, the documents and information I have submitted are true and correct.

---

**Signature**

**Date**

**SUBMITTAL REQUIREMENTS**

City code outlines various items which must be submitted and considered as part of a comprehensive guide plan amendment application. The following items must be submitted for a comprehensive guide plan amendment application to be considered complete. **All plans and written information submitted are public information that may be used in written reports and distributed to the public.**

<b>Application Fee</b>	\$800.00 unless part of a “Consolidated Development Application” or when a “Complexity Surcharge” is required. Consult with Planner to determine exact fees.
<b>Legal Description</b>	A full legal description, as documented on property deed or certificate of title must be submitted.
<b>Survey</b>	A Certificate of Survey prepared by a Registered Land Surveyor must be submitted. The survey must include: lot dimensions, all platted and recorded easements, all existing structures with dimensions to show size and location, structure setbacks from all property lines, and existing driveways and utility lines.
<b>Written Statement</b>	Written statements should describe the requested comprehensive guide plan amendment and the intended use of the property.
<b>Other Items As Required</b>	City staff may require that additional items be submitted for full review of a comprehensive guide plan amendment application

**Required Plans:**

- 3 hardcopy plan sets
- Electronic plan set

## ADDITIONAL INFORMATION

- The comprehensive guide plan amendment process may include fees outside of this application, including fees for surveying, engineering, title work, legal work, and County recording fees.
- If an amendment is approved by the city, the amendment must then be reviewed by the Metropolitan Council.
- At its discretion, the city may require an outside consultant review the proposed application and provide written comment. Such consultants may include: a traffic engineer, telecommunications engineer, water resources engineer, landscape architect, forester, or appraiser. If the city requires such review and comment, the applicant must provide cash escrow to the city to cover the cost of the review. City staff will notify applicants that such review is required prior to hiring the consultant(s).

## PROCESS

- A property owner or their representative completes a comprehensive guide plan amendment application and submits this application with all required documents to the Planning Division.
- The city sends notification to all property owners within at least 400 feet of the property for which the comprehensive guide plan amendment is being requested. These property owners are encouraged to comment on the request through the *MyMinnetonka* function on the city's website *eminnetonka.com*. These owners are further invited to attend a Planning Commission public hearing which is held to consider the request.
- City staff reviews the submitted application and documents and prepares two written reports. The first report, which is for "Introduction of the Comprehensive Guide Plan Amendment", is presented to the city council. The purpose of introducing the proposed amendment is to give the city council the opportunity to review a new application before sending it to the planning commission for a recommendation. Introducing an ordinance does not constitute an approval.
- City staff then prepares a report recommending either approval or denial of the comprehensive guide plan amendment request. The written report, which includes all "Neighborhood Feedback" responses, is forwarded to the applicant or their representative and the planning commission.
- The planning commission holds a public hearing on the request. During the public hearing: (1) staff makes its recommendation; (2) the applicant or their representative have an opportunity to address the commission; (3) area residents are given an opportunity to ask questions and speak for or against the request. Following the public hearing the planning commission discusses the request and votes to recommend the city council approve or deny the request.
- The city council considers the request at a following meeting and votes to approve or deny the proposal.
- By state law, a final decision on a comprehensive guide plan amendment request must be made within 120-days of submittal of a complete application. An applicant may waive this 120-day time limit.