



City of Minneapolis  
Community Planning & Economic Development  
250 South 4<sup>th</sup> Street, Room 300  
Minneapolis MN 55415-1316  
612-673-3000

## COMPREHENSIVE PLAN AMENDMENT APPLICATION

### **Overview**

This application packet is used to file an amendment to the City's comprehensive plan that requires approval by the Minneapolis City Council. The packet is a tool for gathering property-related information relevant to the application. It contains a checklist of materials required for an application, and a worksheet to be completed by the applicant.

The Comprehensive Plan Amendment Process is an opportunity for individuals, groups, and the City to propose changes to *The Minneapolis Plan for Sustainable Growth (TMP)*, the City's comprehensive plan. The comprehensive plan is the City's primary policy document that governs how the City will respond to the challenges of growth and changes over time. The current version of the City's comprehensive plan is available online at: [http://www.minneapolismn.gov/cped/planning/plans/cped\\_comp\\_plan\\_2030](http://www.minneapolismn.gov/cped/planning/plans/cped_comp_plan_2030)

### **Who can apply?**

This form is designed primarily for applicants who are seeking an amendment in conjunction with a proposed development project. A typical application would suggest a change to the City's future land use map. As such, applicants will generally have a legal or equitable interest in the properties directly impacted by the proposed amendment.

The City also retains the right to amend the plan as needed through an internal process, without initiation by an external applicant. The Metropolitan Council review requirements are the same in either case, although a more minor amendment may be eligible in some circumstances for an expedited review.

### **Types of amendments**

Proposed amendments may address changing conditions, reflect ongoing work, or present new information. They may include changes to policies, the future land use map, appendices, or other components of the comprehensive plan.

Most land use applications the City reviews do not require amending the comprehensive plan. However, if a project is in some way inconsistent with the comprehensive plan, it cannot proceed unless the project is either changed to be in compliance, or the plan itself is amended.

**Attention:** If you need other disability related accommodations, such as a sign language interpreter, accessible meeting site, or materials in alternative format, please contact 612-673-2162 (673-2157 TTY/VOICE) at least five days prior to the meeting. If you want help translating this information, call – **Hmong** – Ceeb toom. Yog koj xav tau kev pab txhais cov xov no rau koj dawb, hu 612-673-2800; **Spanish** – Atención. Si desea recibir asistencia gratuita para traducir esta información, llama 612-673-2700; **Somali** - Ogow. Haddii aad dooneyso in lagaa kaalmeeyo tarjamadda macluumaadkani oo lacag la' aan wac 612-673-3500.

## ***Review process***

Like other land use applications, including rezoning and requests for variance, comprehensive plan amendments require internal City review, public notification and action by the City Planning Commission and City Council. However, due to requirements in Minnesota law, additional external review is required for comprehensive plan amendments. This review includes:

- A review by the Metropolitan Council. This requires that the comprehensive plan amendment application fully documents impacts to regional systems in the Metropolitan Council's jurisdiction, to the extent they differ from those in the approved comprehensive plan. Additional information regarding the Metropolitan Council's review process can be found on this website:  
<http://www.metrocouncil.org/planning/LPH/LPHSect1.pdf#page=18>
- A review by adjacent jurisdictions. The City's standard noticing requirements for affected property owners will apply to this application. Additionally, proposed comprehensive plan amendments are required to be sent to governmental jurisdictions within and adjoining the City for their review and comment (e.g. neighboring municipalities, school districts, watersheds, counties, etc.). Details on this requirement are available at the same link above, and are coordinated with the Metropolitan Council review process.

This review will typically be conducted after the City Planning Commission has acted on the application, and the City Council has rendered approval contingent on the outcome of the review. Metropolitan Council review is not automatic for any application, but rather depends on approval by the City Planning Commission and City Council.

**COMPREHENSIVE PLAN AMENDMENT APPLICATION REQUIREMENTS CHECKLIST**

Staff will accept only complete applications that include all of the items listed below and any specific application requirements. If any of the items are missing at the time of submittal, the application will be deemed incomplete and staff will not accept the application.<sup>1</sup>

	Pre-application meeting.
	Completed Application Worksheet.
	Correct fees paid (checks payable to Minneapolis Finance Department).
	A list of property owners within 350 feet of the subject site and mailing labels. The 350-foot radius must be from the boundaries of the entire property in question. These must be purchased from Hennepin County Taxpayer Services Division, A-500 Government Center, 4 <sup>th</sup> Avenue S. Please contact Hennepin County in advance to request the list and labels (they are not available the same day they are requested). Phone: 612-348-5910. Bring <u>all</u> enclosures: 1. Map showing subject property, with highlighted 350 ft. circumference. 2. Mailing labels. 3. List of property owners.
	Statement of proposed use and description of the project.
	A letter from the property owner, if other than the applicant, authorizing the application.
	Copy of a letter or email, sent to the applicable neighborhood group(s) and city council office, explaining the proposed project. The letter must contain the following information: 1. Description of the project. 2. Land use applications that the applicant is aware are needed for the project. 3. Address of the property for which zoning approval is sought. 4. Applicant’s name, address, telephone number, and e-mail address, if available. Where the property for which zoning approval is sought is located on a public street that acts as a boundary between two neighborhoods, the above information must also be provided to the neighborhood group(s) representing the adjacent area(s).
	Photos of the property and existing structures.
	Conceptual development plans.
	Specific application requirements (see attached).

<sup>1</sup> City staff will review the initial application submission to determine completeness and will notify the applicant of what, if any, additional information must be submitted. Please be aware that supplemental information may also be requested during the evaluation and hearing process.

<sup>3</sup> The site plan must be prepared by a certified architect, landscape architect, engineer, or land surveyor that is licensed in the State of Minnesota. A license stamp, or registration number, whichever is applicable, together with the signature, shall be provided on the face of the site plan. Site plan information may be combined with the survey of the property. *The requirement that one of the above professionals prepare the site plan may be waived by the Zoning Administrator, Planning Director or their authorized representative where the application does not involve a new principal structure, provided the plan is accurately dimensioned and is drawn to an architectural or engineering scale. Applications will not be accepted and permits will not be issued for a new principal structure if a survey is not provided.* If the project is subject to Chapter 530, Site Plan Review, it is recommended that the applicant provide a copy of the site plan review ordinance to the registered professional prior to preparation of a site plan.

**FEES** - Make checks payable to Minneapolis Finance Department.

<b>Application type</b>		<b>Fee (dollars)</b>
Future Land Use Map Amendment:	0 – 9,999 square feet of lot area	675
	10,000 – 43,559 square feet of lot area	930
	43,560 square feet of lot area or more	1,140
Comprehensive Plan Text Amendment		500 or the actual costs of amendment review process as determined by the planning director, whichever is greater

**For applications requiring notice of a public hearing to affected property owners, the applicant shall pay the cost of first class postage based on the number of property owners to be notified. In addition, for applications requiring publication in a newspaper of general circulation, the applicant shall pay a fee of twenty-five dollars (\$25.00).**

After notification of a public hearing has taken place, a request by the applicant to continue an application to a subsequent public hearing of the City Planning Commission or Board of Adjustment shall be charged a fee totaling one hundred fifty dollars (\$150.00) when such request is granted. The fee shall be applied on a project-by-project basis and only when the continuance was requested by the applicant for the sole benefit of the applicant and when the Zoning Administrator determines that substantial additional staff time is required to review the project.

## SPECIFIC COMPREHENSIVE PLAN AMENDMENT APPLICATION REQUIREMENTS CHECKLIST

**In addition to the General Application Requirements the following are required:**

### **COMPREHENSIVE PLAN**

- A written statement by the applicant which addresses the following:
  - (1) The extent to which the change would be consistent with the comprehensive plan goals and policies.
  - (2) Evidence demonstrating the reason(s) that the plan should be changed, including but not limited to whether new information has become available since the comprehensive plan was adopted that supports reexamination of the plan, or that existing or proposed development offer new opportunities or constraints that were not previously considered.
  - (3) Whether or not the change is needed to allow reasonable development of the site.
  - (4) The relationship of the proposed amendment to the supply and demand for particular land uses within the city and the immediate vicinity of the site.
  - (5) A demonstration that the proposed amendment has merit beyond the interests of the applicant.
  - (6) The possible impacts of the amendment on all specific elements of the comprehensive plan as may be applicable, including but not limited to:
    - (a) Transportation;
    - (b) Sanitary sewer, including existing and proposed sanitary sewer flows as compared to the adopted plan;
    - (c) Housing, including the extent to which the proposal contributes to the City's adopted housing goals;
    - (d) Surface water, including compliance with the City's goals for water quality and water quality management;
    - (e) Water supply;
    - (f) Parks and open space; and
    - (g) Capital improvement program.
  - (7) Consideration of the impact of the proposed amendment upon current and future special assessments and utility area charges, future property tax assessments or other fiscal impacts upon the City of Minneapolis.

**APPLICATION WORKSHEET**

<b>Property Owner/Applicant</b>	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Applicant's Representative</b> (This person will be the primary contact for staff, and is the authorized agent in place of the property owner)	Name	
	Mailing Address Including City, State and Zip Code	
	Phone Number	
	Fax	
	Email	
<b>Neighborhood Group Contact</b> (Be sure to include a copy of the letter or e-mail that was sent)	Organization	
	Contact Name	
	Phone Number	
	Date letter/e-mail sent	
<b>Council Member Contact</b> (Be sure to include a copy of the letter or e-mail that was sent)	Name	
	Ward	
	Phone Number	
	Date letter/e-mail sent	
<b>Property Information</b>	Address(es)	
	Identification Number	
	Legal Description	

<b>Property Information, continued</b>	Lot Area (sq ft)		
	Zoning classification(s)		
<b>Property History</b>	Current use:	Beginning / end dates:	Type of business / use:
	Former use:	Beginning / end dates:	Type of business / use:
	Former use:	Beginning / end dates:	Type of business / use:
<b>Comprehensive Plan Information</b>	Are you proposing to amend the future land use map of The Comprehensive Plan?	Current Future Land Use Designation  Proposed Future Land Use Designation	
	Are you proposing to amend the text of The Comprehensive Plan?	What section of the plan?  Why?  Specifically, what changes are you proposing?	

**ACCURACY DECLARATION**

My signature attests to the fact that the attached application is complete and accurate to the best of my knowledge. I understand that the staff review of this application is dependent upon the accuracy of the information provided and that any inaccurate or inadequate information provided may delay review of my application or may result in denial of my request.

Property owner's signature (if different from applicant): \_\_\_\_\_

Applicant's name (please print): \_\_\_\_\_

Applicant's signature: \_\_\_\_\_