

City staff use only:  
 Project #: \_\_\_\_\_  
 Submitted by: \_\_\_\_\_  
 60 Days: \_\_\_\_\_



1685 CROSSTOWN BOULEVARD N.W. • ANDOVER, MINNESOTA 55304 • (763) 755-5100  
 FAX (763) 755-8923 • WWW.ANDOVERMN.GOV

## COMPREHENSIVE PLAN AMENDMENT APPLICATION

<b>Site Address:</b>			
<b>Legal Description of the Property:</b>			
<b>Lot:</b>		<b>Block:</b>	
		<b>Addition:</b>	
<b>PIN:</b>			
<b>Is the property Abstract:</b> <input type="checkbox"/> <b>or Torrens:</b> <input type="checkbox"/> <i>(to verify call the Anoka County Assessor's Office at (763)323-5400 with the property PIN number)</i>			
<b>Land Use / Zoning:</b>			
<b>Current Land Use District:</b>		<b>Current Zoning:</b>	
<b>*Requested Land Use District:</b>		<i>* Change may also require rezoning</i>	
<b>Reason for Request:</b>			
<b>Applicant:</b>			
Applicant _____		Phone _____	
Contact Person _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
<b>Property Owner (Fee Owner) If different than applicant:</b>			
Property Owner : _____		Phone _____	
Address _____		Email _____	
City _____	State _____	Zip _____	
Signature _____		Date _____	
<b>Please note: If the <u>property owner</u> has not signed the application, the application is incomplete.</b>			
<b>The following section is for City staff use only:</b>			
Fee Paid _____	Date Paid _____	Receipt No. _____	
Submittal date: _____		60 Day date: _____	120 Day date: _____



Note: *The following is information that all applicants should read and understand.*

### **CRITERIA FOR GRANTING A COMPREHENSIVE PLAN AMENDMENT**

In granting a Comprehensive Plan Amendment request, the City Council shall consider the advice and recommendation of the Planning and Zoning Commission and:

1. The effect of the proposed use upon the health, safety, morals, and general welfare of occupants of surrounding lands.
2. Existing and anticipated traffic conditions including parking facilities on adjacent streets and lands.
3. The effect on values of property and scenic views in the surrounding area.
4. The effect of the proposed use on the Comprehensive Plan.

### **Comprehensive Plan Amendment Process**

- A Public Hearing notice will be sent out to all property owners and residents within 350' feet of the proposed property.
- A sign stating "Proposed Land Use Change" will be placed on the property to be rezoned in order to inform interested residents (for Public Hearing information please call the informational hotline at (763) 767-5126).
- City staff will conduct a site inspection and photograph the property.
- A staff report is prepared on the Friday before the City Council meeting. The report can be obtained through the public portal on the City's website or by calling City Hall.
- A Public Hearing is held at the Planning and Zoning Commission Meetings. Questions may be addressed to the applicant from the Commission or the public.
- **IT IS IMPORTANT THAT THE APPLICANT ATTEND THE PLANNING AND ZONING MEETING(S).**
- The Planning and Zoning Commission either votes to forward the item to the City Council with a recommendation of approval or denial, or table the item in order to obtain further information.
- The item is placed on the City Council agenda as either a discussion or non-discussion item. The City Council will either approve, deny, or table the request.
- An approved Resolution by the City Council is filed at Anoka County Office and the Land Use Map is amended to reflect the proposed change.