



**Environmental & Economic
Development Department**
1902 County Road B East
Maplewood, MN 55109
(651) 249-2300 (651) 249-2319 fax
www.MaplewoodMN.gov

Fee: \$1,650

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Address of site: _____

Applicant:	
Contact person:	
Address:	Zip:
Telephone (work):	(home):
Email address:	
Interest in property:	

Property owner(s) of record:	
Address:	Zip:
Telephone (work):	(home):
Email address:	

Legal description of site:

The applicant hereby grants permission for the City's employees, officials and agents to enter onto the property that is subject to this application for the purposes of viewing the property and reviewing this request.

Applicant Signature _____

Date _____

Owner Signature (if different from applicant) _____

Date _____

OFFICE USE ONLY

Date Received _____

By _____

Receipt # _____

Revised 07/2016

FILING REQUIREMENTS

You must provide all of the following items with your application:

- A statement describing the intended use of the property and why the City should approve your request. This statement also shall discuss the impact the proposed change would have on the utility (sewer and water) systems.
- A map that clearly shows the area you want amended.
- A list of property owners and their addresses for the site and for all properties within 500 feet. The City can provide this list upon request.
- An application fee of \$1,650. **This fee is nonrefundable.** Make your check payable to the City of Maplewood.

NOTES

- Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- The Environmental and Economic Development Director may require a consultant, such as a traffic engineer or appraiser, to review your application. If the Director requires a consultant's review, you must provide a cash escrow to pay this fee. One of the planners will notify you if the Director requires a consultant.

PROCEDURE

- Return this application to: Environmental and Economic Development Department
1902 County Road B East
Maplewood, MN 55109
- The Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation. The Director will mail a notice to you and to the property owners within 500 feet of the property.
- The Planning Commission will make a recommendation to the City Council.
- The Director will schedule a meeting with the City Council. The Council will make the final decision.
- Maplewood's review and City Council action about your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
- City staff will notify you of all meetings.