CITY OF MAPLE GROVE
12800 ARBOR LAKES PARKWAY
P. O. BOX 1180
MAPLE GROVE MN 55311-6180
763-494-6040

Office Use Only:

CASE #_____

PLANNER:

_____

COMPREHENSIVE PLAN AMENDMENT APPLICATION

Project Name: _____

Application is hereby made for a Comprehensive Plan Amendment from current land use designation of:
_____ **To:**_____

For the purpose of:_____

Address of Property: _____

PID#: _____

OWNER: _____

CONTACT NAME (PRINT): _____ **PHONE:**_____

ADDRESS: _____ **FAX:**_____

CITY/ZIP: _____ **E-MAIL:**_____

APPLICANT: _____

CONTACT NAME (PRINT): _____ **PHONE:**_____

ADDRESS: _____ **FAX:**_____

The following information is to be submitted in support of the application:

- _____1) **Completed Application for Comprehensive Plan Amendment**
- _____2) **Application Fee of $500**
- _____3) **Legal description of property to be amended**
- _____4) **Acknowledgement of Responsibility form completed**
- _____5) **Affirmation of Sufficient Interest form completed**
- _____6) **Names and addresses of property owners within 500' of the affected properties, certified by the Auditor of Hennepin County (Mail attached letter to John Smith-Hennepin Cty)**
- _____7) **15 FOLDED copies of the following**
  - ____a) **Map of existing conditions**
  - ____b) **Map of general area within ½ mile**
  - ____c) **Any narrative or graphic materials applicable to the proposal**
- _____8) **One set (8½" × 11") paper copies of all documents listed in #7a-b above**

In an effort to promote housing affordability, applicants for residential proposals are strongly encouraged to explore all possible means by which affordability may be realized in their projects. To that end and, as a means to promote knowledge on the issues and factors involved in affordable housing, any and all narrative, graphic, statistical and/or financial information relative to those efforts in the proposal should be submitted with the application.

I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant's Signature	Printed Name	Date

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant _____ Date_____

Name of applicant _____ Phone_____
(Please Print)

Name and address of Contact (if other than applicant) _____

_____

_____

_____

_____

_____ _____
Phone Number **Date**

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that **I am the fee title owner** of the below described property or that I have written authorization from the owner to pursue the described action.

Name of applicant _____
(Please Print)

Street address/legal description of subject property _____

_____

_____

_____

_____

_____ _____
Signature **Date**

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

APPLICANT - To receive names & addresses of property owners within 500' of the applicant address, please <u>mail a copy of this letter to the Hennepin County Government Center or you may order by phone by calling 612-348-5910</u>.

Date: _____

Property Id and Platting Unit
A-500 Government Center
300 South 6th Street
Minneapolis, MN 55478-0055

Dear Property ID/Platting:

Please prepare a certified list of the names and addresses of the owners of all properties located within **<u>500 feet</u>** of the following property:

Street Address _____

_____

Legal Description_____

_____

I understand the fee will be $1.25 per parcel/<u>$25.00 minimum/$250.00 maximum</u>. Please notify me when the list is complete and what the total fee is at:

_____

(Applicant's Name & Daytime Phone Number)

Hennepin County: After receiving payment for the list, please mail labels to:

_____

_____

_____

Sincerely,

_____

(Name of Applicant)

NEIGHBORHOOD MEETINGS

The City of Maple Grove, in certain cases, strongly encourages developers to hold neighborhood meetings prior to bringing a development through the formal approval process. It is hoped that through these informational meetings, citizens will be better informed about the development in their neighborhoods, and be given the opportunity to voice concerns and/or provide input to the developer prior to a formal public hearing.

It is suggested that residents within a 500 ft. radius of the proposed development site be notified of the neighborhood meeting in writing. For assistance with the notification area, production of address labels, or list of possible meeting facilities and contacts located near the neighborhood, please contact the Community Development Department at 763-494-6040.

If any of the following items apply to the development being proposed, the City strongly encourages holding two or more neighborhood meetings:

- Comprehensive Land Use Plan Amendment
- Rezoning
- Proposed land use that is inconsistent with neighboring land uses.
- City financing or other City involvement

HOW TO ORGANIZE COMMUNITY MEETINGS

Holding an open invitation community meeting is only one way of communicating with prospective neighbors. Other options include direct mail, door to door canvassing (with handouts), holding one smaller pre-meeting prior to a large meeting, holding a series of smaller house meetings, or hold an all day “open house” in the neighborhood in which developer staff are available to provide information and answer questions. The main benefit of open invitation community meetings is that they can require less staff time. The benefit of smaller meetings and open houses is the opportunity for better conversation, more civility, better understanding of your organization and the proposal.

CITY OF MAPLE GROVE 2014 PLANNING COMMISSION SUBMISSION DATES

Submission Deadline (DATE is FIRM)	Planning Commission Meeting Dates	City Council Meeting Dates	Osseo-MG Press PH Notice Deadline	Residential Mailing Deadline
December 16, 2013 December 30, 2013	January 13, 2014 January 27, 2014	*Tues., January 21, 2014 February 3, 2014	December 26, 2013 January 9, 2014	January 3, 2014 January 17, 2014
January 13, 2014 January 27, 2014	February 10, 2014 February 24, 2014	*Tues., February 18, 2014 March 3, 2014	January 23, 2014 February 6, 2014	January 31, 2014 February 14, 2014
February 10, 2014 March 3, 2014	March 10, 2014 March 31, 2014	March 17, 2014 April 7, 2014	February 20, 2014 March 13, 2014	February 28, 2014 March 21, 2014
March 17, 2014 March 31, 2014	April 14, 2014 April 28, 2014	April 21, 2014 May 5, 2014	March 27, 2014 April 10, 2014	April 4, 2014 April 18, 2014
April 14, 2014 April 28, 2014	May 12, 2014 *Tues., May 27, 2014	May 19, 2014 June 2, 2014	April 24, 2014 May 8, 2014	May 2, 2014 May 16, 2014
May 12, 2014 June 2, 2014	June 9, 2014 June 30, 2014	June 16, 2014 July 7, 2014	May 22, 2014 June 12, 2014	May 30, 2014 June 20, 2014
June 16, 2014 June 30, 2014	July 14, 2014 July 28, 2014	July 21, 2014 August 4, 2014	June 26, 2014 July 10, 2014	July 3, 2014 July 18, 2014
July 14, 2014 July 28, 2014	August 11, 2014 August 25, 2014	August 18, 2014 *Tues., Sept. 2, 2014	July 24, 2014 August 7, 2014	August 1, 2014 August 15, 2014
August 11, 2014 *Tues., Sept. 2, 2014	September 8, 2014 September 29, 2014	September 15, 2014 October 6, 2014	August 21, 2014 September 11, 2014	August 29, 2014 September 19, 2014
September 15, 2014 September 29, 2014	October 13, 2014 October 27, 2014	October 20, 2014 November 3, 2014	September 25, 2014 October 9, 2014	October 3, 2014 October 17, 2014
October 13, 2014 October 27, 2014	November 10, 2014 November 24, 2014	November 17, 2014 December 1, 2014	October 23, 2014 November 6, 2014	October 31, 2014 November 14, 2014
November 10, 2014	December 8, 2014	December 15, 2014	November 20, 2014	November 26, 2014

Planning Commission meetings are held on the 2nd and last Mondays of the month at **7:00 p.m.** unless a holiday falls on a Monday, then it would be held on the following Tuesday. After the Planning Commission makes its recommendation, (unless it is tabled) the item will be scheduled on the next available City Council meeting for their action.