



CITY OF MAPLE GROVE
12800 ARBOR LAKES PARKWAY
MAPLE GROVE MN 55369
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: _____

CITY/ZIP: _____ E-MAIL: _____

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

- ____ 1) Completed application for comprehensive plan amendment
- ____ 2) Application fee of **\$800**
- ____ 3) Legal description of property to be amended
- ____ 4) Acknowledgement of Responsibility form completed
- ____ 5) Affirmation of Sufficient Interest form completed
- ____ 6) 3 Full Size FOLDED copies of the following
 - ____ a) Map of existing conditions
 - ____ b) Map of general area within ½ mile
 - ____ c) Narrative and graphic materials applicable to the proposal
- ____ 7) 1 sets (8½" X 11") paper copies of all documents listed in #6a-b above (not stapled)
- ____ 8) 2 sets (11" X 17") paper copies of all documents listed in #6a-b above
- ____ 9) Flash Drive – PDF set of all maps in #6a-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.

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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
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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.

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 & Economic 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 2022 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 6, 2021 December 27, 2021	January 10, 2022 January 31, 2022	*Tues., January 18, 2022 February 7, 2022	December 23, 2021 January 13, 2022	December 30, 2021 January 21, 2022
January 10, 2022 January 24, 2022	February 14, 2022 February 28, 2022	*Tues., February 22, 2022 March 7, 2022	January 27, 2022 February 10, 2022	February 4, 2022 February 18, 2022
February 7, 2022 *Tues., February 22, 2022	March 14, 2022 March 28, 2022	March 21, 2022 April 4, 2022	February 24, 2022 March 10, 2022	March 4, 2022 March 18, 2022
March 7, 2022 March 28, 2022	April 11, 2022 April 25, 2022	April 18, 2022 May 2, 2022	March 24, 2022 April 7, 2022	April 1, 2022 April 15, 2022
April 11, 2022 April 25, 2022	May 9, 2022 *Tues., May 31, 2022	May 16, 2022 June 6, 2022	April 21, 2022 May 12, 2022	April 29, 2022 May 20, 2022
May 9, 2022 June 27, 2022	June 13, 2022 July 25, 2022	June 20, 2022 August 1, 2022	May 26, 2022 July 7, 2022	June 3, 2022 July 15, 2022
July 11, 2022 July 25, 2022	August 8, 2022 August 29, 2022	August 15, 2022 *Tues., Sept. 6, 2022	July 21, 2022 August 11, 2022	July 29, 2022 August 19, 2022
August 8, 2022 *Tues., September 6, 2022	September 12, 2022 October 10, 2022	September 19, 2022 October 17, 2022	August 25, 2022 September 22, 2022	September 2, 2022 September 30, 2022
September 26, 2022 October 10, 2022	October 31, 2022 November 14, 2022	November 7, 2022 November 21, 2022	October 13, 2022 October 27, 2022	October 21, 2022 November 4, 2022
October 24, 2022 November 7, 2022	November 28, 2022 December 12, 2022	December 5, 2022 December 19, 2022	November 10, 2022 November 22, 2022	November 18, 2022 December 2, 2022

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.