



**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 **\$900**
- \_\_\_\_ 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.**

\_\_\_\_\_

<b>Applicant's Signature</b>	<b>Printed Name</b>	<b>Date</b>
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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 2023 PLANNING COMMISSION SUBMISSION DATES

<b>Submission Deadline (DATE is FIRM)</b>	<b>Planning Commission Meeting Dates</b>	<b>City Council Meeting Dates</b>	<b>Osseo-MG Press PH Notice Deadline</b>	<b>Residential Mailing Deadline</b>
November 21, 2022 December 27, 2022*	January 9, 2023 January 30, 2023	January 17, 2023* February 6, 2023	December 22, 2022 January 12, 2023	December 30, 2022 January 20, 2023
January 9, 2023 January 23, 2023	February 13, 2023 February 27, 2023	February 21, 2023* March 6, 2023	January 26, 2023 February 9, 2023	February 3, 2023 February 17, 2023
February 6, 2023 February 21, 2023*	March 13, 2023 March 27, 2023	March 20, 2023 April 3, 2023	February 23, 2023 March 9, 2023	March 3, 2023 March 17, 2023
March 6, 2023 March 20, 2023	April 10, 2023 April 24, 2023	April 17, 2023 May 1, 2023	March 23, 2023 April 6, 2023	March 31, 2023 April 14, 2023
April 3, 2023 April 24, 2023	May 8, 2023 May 30, 2023*	May 15, 2023 June 5, 2023	April 20, 2023 May 11, 2023	April 28, 2023 May 19, 2023
May 8, 2023 May 22, 2023	June 12, 2023 June 26, 2023	June 19, 2023 July 17, 2023	May 25, 2023 June 8, 2023	June 2, 2023 June 16, 2023
June 19, 2023 July 10, 2023	July 31, 2023 August 14, 2023	August 7, 2023 August 21, 2023	July 13, 2023 July 27, 2023	July 21, 2023 August 4, 2023
August 7, 2023 September 5, 2023*	September 11, 2023 October 9, 2023	September 18, 2023 October 16, 2023	August 24, 2023 September 21, 2023	September 1, 2023 September 29, 2023
October 9, 2023 October 23, 2023	November 13, 2023 November 27, 2023	November 20, 2023 December 4, 2023	October 26, 2023 November 9, 2023	November 3, 2023 November 17, 2023
November 6, 2023 November 20, 2023	December 11, 2023 January 8, 2024	December 18, 2023 January 16, 2024*	November 21, 2023 December 21, 2023	December 1, 2023 December 29, 2023

\* Denotes a Tuesday meeting date

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.