



## COMPREHENSIVE PLAN AMENDMENT APPLICATION

Applications will be scheduled for consideration by the Planning Commission and/or City Council only after all required materials have been submitted. Application submittal deadlines are available on the City's website or by contacting the City Planner. **Late or incomplete applications will not be put on the agenda.**

### **Office Use Only:**

Case #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

### **APPLICATION REQUIREMENTS:**

- Electronic and hard copies of all the required materials must be submitted according to the current application submittal schedule.
- Submit 1 electronic copy and 2 hard copies (full-size/to-scale) of all required plans.

*The following materials must be submitted for the application to be considered complete:*

- Fee, as included in current Fee Schedule (check payable to City of Mendota Heights).  
*NOTE: Planning Application fees do not cover building permit fees, utilities, or other fees which may be required to complete the project.*
- Completed Application Form(s).
- Sketch Plan.
- Written Statement.

**APPLICANT MUST CHECK ALL APPLICABLE ITEMS INCLUDED IN THE SUBMITTAL**

### **Sketch Plan:**

A sketch plan must show enough of the area surrounding the property in question to demonstrate the relationship of the proposed amendment to adjoining uses, both existing and proposed:

- The existing topographic character of the land.
- Existing and proposed land uses and the approximate location of buildings, utilities, and unique development features of the site.
- The location of major thoroughfares.
- Public uses, including schools, parks, playgrounds, and other open spaces.

### **Written Statement:**

- An explanation of the character of the proposed use of the property.
- A statement of proposed financing for development of the property.
- A statement of the present ownership of all of the property in question.

- A general indication of the expected schedule of development including progressive phasing and time schedules, if applicable.
- The character and density of dwelling units.
- Estimated industrial acreage and projected employment.
- Estimated square footage of commercial development.
- Estimated amount of developed open space.