



COMPREHENSIVE PLAN AMENDMENT APPLICATION CHECKLIST

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 of Mendota Heights. **Late or incomplete applications will not be put on the agenda.**

Office Use Only:

Case #: _____

Applicant: _____

Address: _____

APPLICATION REQUIREMENTS

- Submit ONE (1) electronic copy and TWO (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.