



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 Jim Holan - Hennepin County)
- ____ 7) 15 FOLDED copies of the following
 - ____ a) Map of existing conditions
 - ____ b) Map of general area within 1/2 mile
 - ____ c) Any narrative or graphic materials applicable to the proposal
- ____ 8) One set (8 1/2" x 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 mail a copy of this letter with a check for \$25.00 to the Hennepin County Government Center. If you have any questions on ordering labels - call John Bengtson at 612-348-5910.

Date: _____

Mr. Dave Peterson
Property Identification Supervisor
Taxpayer Services Dept.
A-600 Government Center
Minneapolis, MN 55487-0060

Dear Mr. Peterson:

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

Street Address _____

Legal Description _____

I understand the fee will be \$1.25 per parcel/\$25.00 minimum. You may notify me if the fee is more than \$25.00 for this service at _____.

(Applicant's Name & Daytime Phone Number)

Mail a copy of this letter and a check for **\$25.00 made payable to Hennepin County Treasurer, mail check to:**

Mr. Dave Peterson
Property Identification Supervisor
Taxpayer Services Dept.
A-600 Government Center
Minneapolis, MN 55487-0060

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 2012 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 12, 2011 *Tues., January 3, 2012	January 9, 2012 January 30, 2012	*Tues., January 17, 2012 February 6, 2012	December 20, 2011 January 12, 2012	December 30, 2011 January 20, 2012
*Tues., January 17, 2012 January 30, 2012	February 13, 2012 February 27, 2012	*Tues., February 21, 2012 March 5, 2012	January 26, 2012 February 9, 2012	February 3, 2012 February 17, 2012
February 13, 2012 February 27, 2012	March 12, 2012 March 26, 2012	March 19, 2012 April 2, 2012	February 23, 2012 March 8, 2012	March 2, 2012 March 16, 2012
March 12, 2012 April 2, 2012	April 9, 2012 April 30, 2012	April 16, 2012 May 7, 2012	March 22, 2012 April 12, 2012	March 30, 2012 April 20, 2012
April 16, 2012 April 30, 2012	May 14, 2012 *Tues., May 29, 2012	May 21, 2012 June 4, 2012	April 26, 2012 May 10, 2012	May 4, 2012 May 18, 2012
May 14, 2012 *Tues., May 29, 2012	June 11, 2012 June 25, 2012	June 18, 2012 July 2, 2012	May 24, 2012 June 7, 2012	June 1, 2012 June 15, 2012
June 11, 2012 July 2, 2012	July 9, 2012 July 30, 2012	July 16, 2012 August 6, 2012	June 21, 2012 July 12, 2012	June 29, 2012 July 20, 2012
July 16, 2012 July 30, 2012	August 13, 2012 August 27, 2012	August 20, 2012 *Tues., Sept. 4, 2012	July 26, 2012 August 9, 2012	August 3, 2012 August 17, 2012
August 13, 2012 August 27, 2012	September 10, 2012 September 24, 2012	September 17, 2012 October 1, 2012	August 23, 2012 September 6, 2012	August 31, 2012 September 14, 2012
September 10, 2012 October 1, 2012	October 8, 2012 October 29, 2012	October 15, 2012 November 5, 2012	September 20, 2012 October 11, 2012	September 28, 2012 October 19, 2012
October 15, 2012 October 29, 2012	*Tues., Nov. 13, 2012 November 26, 2012	November 19, 2012 December 3, 2012	October 25, 2012 November 8, 2012	November 2, 2012 November 16, 2012
*Tues., Nov. 13, 2012	December 10, 2012	December 17, 2012	November 20, 2012	November 30, 2012

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.