

COMPREHENSIVE PLAN AMENDMENT FORM

LOCAL PLANNING HANDBOOK

1. Name of the Comprehensive Plan Amendment (CPA):

2. Please provide the following information:

Contact Name and Title	
Address	
City, State, Zip	
Telephone Number	
Email Address	

3. Identify the type of amendment (land use change, MUSA expansion, staging change, text change, forecast adjustment, etc.) and describe the amendment including location, description, affected area in acres, number of market-rate residential units in CPA area (if any), number of affordable units in CPA area (if any), etc. Provide any additional information relevant to the amendment.

Type of Amendment	
Detailed Description	

4. The local governing body must take action on the proposed amendment before submittal to the Metropolitan Council. Provide the dates of official action.

- Date acted upon by the planning commission: _____
- Date approved by governing body: _____

5. Affected Jurisdiction Review: list the adjacent local governments, school districts and other jurisdictions that were contacted and the date the copies were sent.

Jurisdictions	
Date Sent	
Comments	

6. **Forecasts:** Does the plan amendment change the adopted population, household, or employment forecasts?

- No, no change in community-level forecasts.
- Yes. Identify the net changes to community-level forecasts:

7. **Land Use:** Describe land use changes specific to this amendment site (in acres). Provide only the acreage of the amendment site. Do not provide the total acreage of the land use designations across the jurisdiction.

- Not applicable. No land use changes proposed.

Current Guiding Land Use*	Proposed Guiding Land Use	Acreage

**The current guiding land use field may not apply to amendments for annexations. If so, you may leave this field blank and only provide information for the proposed guiding land use.*

If you have more land use changes than space permits in this table, please attach a separate page to your amendment document. If the land use changes are more complex and cannot be captured in this table, please attach a separate page with additional description and the acreage of existing and proposed guiding land uses for the amendment site.

8. **Housing:** If proposing a land use change that includes residential uses, does the change impact land expected to develop or redevelop in the 2021-2030 decade?

- Yes
- No

9. **Wastewater:** What type of wastewater treatment will be used to serve the proposed amendment?

- Individual Sewage Treatment System (ISTS)
- Privately Owned / Community Treatment System
- Local / Municipal Owned Wastewater Treatment Plant
- Regional Wastewater Treatment

10. **Water Supply:** Will the amendment increase or decrease projected water use from the community's current water supply plan?

- No increase or decrease in projected water use from the water supply plan.
- Yes. Provide the water supply plan amendment as an attachment to describe necessary facilities improvements or changes.

11. Parks and Trails: Does the amendment include, or is adjacent to or within 1/2 mile of an existing or planned regional park, reserve, or trails as identified in the Metropolitan Council's 2040 Regional Parks Policy Plan?

- No.
- Yes. If yes, indicate the name of the regional park, reserve, or trail and describe potential impacts and mitigation plans below:

12. Implementation: Will the amendment require changes in zoning or subdivision ordinances, the capital improvement program (CIP), or other official controls?

- No.
- Yes. If Yes, describe proposed changes and timeline for making those changes below:

Changes

Timeline

CONTENT REQUIREMENTS FOR AN AMENDMENT

Your comprehensive plan amendment must include the following information to be considered complete:

1. Color maps showing the following:

- General location of proposed changes (scaled appropriately for the site)
- Current planned land use and proposed planned land use
- Current and proposed sewer staging changes

2. Staff report to planning commission or local governing body.

3. Other relevant information related to the amendment including:

- Whether or not the proposed amendment has impacts on regional systems including transportation, wastewater, and regional parks.
- How stormwater generated from the site will be managed.
- Whether there are changes to the projected water use due to the amendment.
- Whether the amendment is associated with an Orderly Annexation Agreement, an annexation by ordinance, or a boundary adjustment.
- Whether any parcels within the amendment site are currently enrolled in the Agricultural Preserves program.

4. Comments from affected and adjacent jurisdictions review.

5. Copy of adopted and signed local resolution, authorizing the amendment to be submitted for review.

Please reference the [CPA Submittal Guide](#) for additional information on content requirements.

December 2023