

COMPREHENSIVE PLAN AMENDMENT FORM INSTRUCTIONS SHEET

BACKGROUND

If a municipality changes any part or chapter of its comprehensive plan, it must submit the comprehensive amendment to the Metropolitan Council for review. Municipalities amend their comprehensive plans for various reasons including:

- Changes resulting from interim planning activities
- Changes to a land use guiding to allow proposed development
- Routine update of a public facilities element
- Text amendment to revise a policy or land use category
- Routine update to incorporate new information

Sector Representatives

Contact the Metropolitan Council's [sector representatives](http://www.metrocouncil.org/planning/assistance/sectorreps.htm) assigned to your municipality for further information about submitting a comprehensive plan amendment for Council review.

<http://www.metrocouncil.org/planning/assistance/sectorreps.htm>

METROPOLITAN COUNCIL'S REVIEW CRITERIA AND PROCESS DESCRIBED IN THE LOCAL PLANNING HANDBOOK

Consult the Metropolitan Council's [Local Planning Handbook](http://www.metrocouncil.org/planning/LPH/LPHSect1.pdf#page=13) for detailed information about the Metropolitan Council's:

<http://www.metrocouncil.org/planning/LPH/LPHSect1.pdf#page=13>

- [review criteria](#)
- [review process and procedure](#) and
- [administrative review criteria](#)

<http://www.metrocouncil.org/planning/LPH/LPHSect1.pdf#page=18>

<http://www.metrocouncil.org/planning/assistance/AdministrativeReview.pdf>

STEPS TO TAKE BEFORE SUBMITTING A PLAN FOR REVIEW

Before a municipality submits a comprehensive plan amendment to the Metropolitan Council it must take the following steps:

- Adjacent governmental units and affected school districts review
- Planning Commission approval and
- Local governing body approval (but not final adoption)

<http://www.metrocouncil.org/planning/LPH/LPHSect1.pdf#page=10>

**COMPREHENSIVE PLAN
AMENDMENT: CONTENT
REQUIREMENTS**

Submit the completed [comprehensive plan amendment form](#) and the following information for each comprehensive plan amendment.

1. Color Map(s) showing the following (8.5x11 or 11x17):
 - General location of the proposed change(s)
 - Current and proposed land use
 - Current and proposed sewer staging changes
 - Minn. Land Cover Classification System (MLCCS), if available
2. Staff report to planning commission or governing body
3. Other relevant information related to the amendment

<http://www.metrocouncil.org/planning/assistance/resources.htm>

**COMPREHENSIVE PLAN
AMENDMENT: PROCESS**

The Metropolitan Council encourages submission of planning documents in a digital format (CD or disk) because it reduces the number of paper copies required. **Note, however, the review process begins only after the Metropolitan Council receives the paper copies of the official transmittal.**

To submit materials that include a digital component, follow the procedures below:

1. Notify the Metropolitan Council's [sector representative](#) for the municipality of the coming digital submittal.
2. Mail disk(s), paper copies (see below) and all relevant material to the Reviews Coordinator.
 - Comprehensive plan **update** or **amendment**: Three (3) paper copies
 - Surface water management plan, water supply plan, comprehensive sewer plan, CA/MNRRRA: Two (2) paper copies

<http://www.metrocouncil.org/planning/assistance/sectorreps.htm>

Reviews Coordinator
Metropolitan Council
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St. Paul, MN 55101

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*Submitting in a
digital format to
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*Submitting paper
copies only*

To submit paper copies only, mail the comprehensive plan and related documents to the Metropolitan Council's Review Coordinator as follows:

- Comprehensive plan **update** or **amendment**: Five (5) copies
- Surface water management plans, water supply plan, comprehensive sewer plan, CA/MNRRRA plans: Two (2) copies