**SAMPLE LETTER OF INTENT**

**Metropolitan Council Mapping Services Program**

[Date]

Ms. Lisa Barajas, Manager

Local Planning Assistance, Community Development

Metropolitan Council

390 Robert St. N

St. Paul, MN 55101

Dear Ms. Barajas:

The City of [Name] seeks to use the Metropolitan Council’s Mapping Services program for the 2040 Comprehensive Plan Update.

We agree to the terms of this service that:

* The City will submit its Comprehensive Plan Update by December 31, 2018;
* The Council’s Sector Representative assigned to the City is the designated coordinator for this service;
* The deliverables of this service include printed and electronic versions of the final Future Land Use map and the accompanying tables of land use by type and percentage of area in acres;
* The City will be responsible for developing the content of the Future Land Use Map produced with the Mapping Services;
* The use of the Mapping Services does not guarantee that the resulting deliverables are in conformance with metropolitan system plans, consistent with the Metropolitan Council’s adopted policy plans, or compatible with plans of affected jurisdictions, and using this service does not authorize or permit the City to put its 2040 comprehensive plan update into effect without review and formal action by the Metropolitan Council.

We understand that this service is for the duration of the Comprehensive Plan Update process, and for the production of the Future Land Use map of the city.

[Name] will be the City’s main point of contact in this process, and can be reached at:

 [Street Address]

 [Email]

 [Phone Number]

Thank you for this opportunity.

Sincerely,

[Name]

[Signature]