

SYSTEM STATEMENT AMENDMENT FORM

LOCAL PLANNING HANDBOOK

Please note: This expedited process relates only to amendments in response to the issued 2022 System Statement for your community. If you have any questions, please contact your [Sector Representative](#).

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

2022 System Statement

2. Please provide the following information:

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

3. 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: _____

4. Affected Jurisdiction Review: List the affected jurisdictions that were contacted, the date the amendment was sent, any comments received, and any response to comments. Alternatively, you can include this information as an attachment to the amendment materials.

5. Please describe how your comprehensive plan was amended to respond to the 2022 System Statement. Please use page numbers, tracked changes, figure numbers, memo, or other means to clearly identify where changes can be found. Alternatively, you can include this information as an attachment to the amendment materials.

6. **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 A SYSTEM STATEMENT AMENDMENT

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

1. Color maps (8.5 x 11 or 11 x 17) showing the general location of changes identified in the community's 2022 System Statement. (Maps provided in the system statement are acceptable.)
2. Staff report to planning commission or local governing body.
3. Relevant information related to the community's 2022 System Statement consistent with identified system changes affecting the community for the regional transportation and parks systems.
4. Copy of adopted local resolution, authorizing the amendment to be submitted for review.

September 2022