

# COMPREHENSIVE PLAN UPDATE FORM

## LOCAL PLANNING HANDBOOK

1. Name of the Comprehensive Plan Update (CPU) Submittal:

2. Please provide the following information:

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

3. The local governing body, by resolution, must authorize the submittal of the Comprehensive Plan Update to the Metropolitan Council for review. Provide the dates of official action below.

- Date acted upon by the planning commission: \_\_\_\_\_
- Date authorized by governing body for submittal to the Metropolitan Council: \_\_\_\_\_

4. Affected Jurisdiction Review: List the adjacent local governments, school districts, and other jurisdictions that were contacted, the date the copies were sent, and include all the comments received and any response to comments, if any. Your plan will be considered incomplete for review if comments are not included and/or the six (6) month adjacent jurisdictions review period has not lapsed.

**Jurisdictions**

**Date Sent**

**Comments**

5. Local Surface Water Plan Review Dates. Provide information about the status of local surface water plans in your community. If the plan is still being reviewed, please type N/A.

- Date Approved for Release for Approval: \_\_\_\_\_
- Date Approved by Local Watershed(s), separated by commas: \_\_\_\_\_
- Date Adopted by Community: \_\_\_\_\_

6. **Water Supply Plan Review Dates:** Provide information about the status of water supply plans in your community. If your community is not served by a public water supply system, you do not need to provide information about the water supply plan.
- Date(s) Approved for Release for Approval by DNR: \_\_\_\_\_
  - Date Approved by DNR: \_\_\_\_\_
  - Date Adopted by Community: \_\_\_\_\_
7. Communities served by the Regional Wastewater System are required to submit sanitary data as part of their 2040 Comprehensive Plan Update. GIS Feature Classes (GIS Shapefiles) are preferred, however AutoCAD files will also be accepted. Consult [How to Upload Sanitary Data](#) for instructions on submitting this information.

## CONTENT REQUIREMENTS FOR COMPREHENSIVE PLAN UPDATES

Your unified comprehensive plan update document (PDF) should include the following information to be considered complete:

1. Your complete, adopted comprehensive plan update and appendices.
2. Staff report to planning commission and local governing body, as well as minutes of these meetings.
3. Copy of adopted local resolution authorizing the comprehensive plan update to be submitted for review.
4. Comments from adjacent jurisdictions review, including responses to comments.

February 2018