

LAND USE GUIDE PLAN AMENDMENT SUMMARY APPLICATION CHECKLIST

Community Development Department
3400 Plymouth Boulevard
Plymouth, MN 55447
(763)509-5450
FAX (763) 509-5407

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED
(For a complete list of required materials refer to Appendix 3D of the Plymouth Comprehensive Plan available from the community development department or at www.plymouthmn.gov)

	<p>DIGITAL VERSION AND ONE ASSEMBLED PAPER SET (11" X 17") to scale of the following: COMPLETE LEGAL DESCRIPTION LOCATION MAP at 1" = 200 ft. scale showing existing conditions within 500 feet.</p>
	<p>DIGITAL VERSION OF A NARRATIVE explaining the proposed land use guide plan amendment and how it relates to the following factors:</p> <ol style="list-style-type: none"> a. The extent to which the location criteria of applicable existing or proposed land use guide plan classifications are satisfied. b. Evidence submitted by the applicant demonstrating the reason(s) that the plan should be changed, including but not limited to whether new information has become available since the comprehensive plan was adopted that supports re-examination of the plan, or that existing or proposed development offer new opportunities or constraints that were not previously considered by the plan. c. If the amendment affects a particular site, whether or not the change is needed to allow reasonable development of the site. d. The relationship of the proposed amendment to the supply and demand for particular land uses within the city and the immediate vicinity of the site. e. A demonstration by the applicant that the proposed amendment has merit beyond the interests of the proponent. f. The possible impacts of the amendment on all specific elements of the comprehensive plan as may be applicable, including but not limited to: <ul style="list-style-type: none"> • Transportation, as demonstrated by a traffic study to be conducted by the city at the expense of the applicant; • Sanitary sewer, including existing and proposed sanitary sewer flows as compared to the adopted plan; • Housing, including the extent to which the proposal contributes to the city's adopted housing goals; • Surface water, including compliance with the city's goals for water quality as well as water quantity management; • Water supply; • Parks and open space; and • Capital improvement program (CIP). <p>(continued on next page)</p>

	g. Consideration of the impact of the proposed amendment upon current and future special assessments and utility area charges, future property tax assessments or other fiscal impacts upon the City of Plymouth.
_____	DIGITAL VERSION OF A TRAFFIC STUDY (if applicable – consult with staff)
_____	COMPLETE APPLICATION FORM , signed by property fee owner(s).
_____	APPLICATION FEE (check or cash) payable to the City of Plymouth. \$200 base fee plus a cash escrow of \$1,500 plus an additional \$165 fee for a development sign on one street frontage and \$50 per sign for each additional street frontage. The fee for staff-prepared mailing labels is included in the application fee.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the Plymouth Zoning Ordinance.

NOTE: The City may also require 15 reduced sets (11" X 17") of the plans. These reduced plans must be submitted 10 days prior to the planning commission public hearing. As any application may require revision, ***do not submit the reduced sets with the initial application.***

As required by state law, the City will submit all amendments to the land use guide plan to the Metropolitan Council for review and comment before the Plymouth City Council takes final action on the amendment.