

COLUMBIA HEIGHTS

COMPREHENSIVE PLAN TEXT OR GENERAL LAND USE MAP AMENDMENT – SUBMISSION CHECKLIST

The City reserves the right to require additional submittal items if it is deemed necessary to act upon the Comprehensive Plan Amendment application.

COMPREHENSIVE PLAN AMENDMENT DOCUMENTS AND REQUIREMENTS	RECEIVED
1. Plans to be submitted should include (20) 11 x 17 copies to scale, and a PDF file of full plan set submitted digitally (including application and narrative). Note: Digital submissions MUST be 11 x 17 @ 300 dpi and file size must be under 20 mb.	
Application form	
1. Completed application, with fee. (Application signed by both property owner and applicant).	
Amendment to Plan Text	
a. Copy of existing text	
b. Copy of proposed text	
Amendment to Comprehensive Plan Map(s)	
a. Map showing the lands proposed to be changed and existing Comprehensive Plan designation	
b. Map showing proposed change in designation in context with surrounding properties	
c. Concept development plan	
Design Guidelines	
Metropolitan Council Review	
1. Submitted for review to Metropolitan Council	
2. Approved by Metropolitan Council	