



**CITY OF MONTICELLO**  
 Community Development  
 505 Walnut Street, Suite 1  
 Monticello, MN 55362  
 (763) 295-2711 • [info@ci.monticello.mn.us](mailto:info@ci.monticello.mn.us)

## Comprehensive Plan Amendment Application Checklist

**Applicant Name:** \_\_\_\_\_

Office Use Only	
<b>Application Date:</b>	<b>Application Review Date:</b>

APPLICANT CHECK-IN	APPLICATION SUBMITTAL REQUIREMENTS	CITY CHECK-IN
	A completed City of Monticello Land Use Application form, with full legal description	
	Completed checklist form (this document) with all required items from below	
	Supporting title information establishing ownership interests in the property <i>(a title commitment and/or signature of fee title property owner)</i>	
	A narrative explaining the requested change and the reason(s) why the Comprehensive Plan should be amended per the request (see Approval Criteria, page 2)	
	The legal description of all real property proposed for change	
	The existing and proposed land use and zoning designations for all properties proposed to change (if applicable)	
	A map of the properties to be modified to a different land use category, showing the addresses and land uses for adjacent properties (if applicable)	
	The proposed text and/or maps to be added, amended, or deleted from the Comprehensive Plan along with documentation as to the location of the text changes in the Comprehensive Plan (if applicable)	
	Electronic copies of all written narratives and plan sets required above <b><i>Submit electronic sets via flash/jump drive or .ftp only</i></b>	
	Application fee and escrow per Land Use Application form	



### **Base Plan Set Requirements**

One (1) Reduced Plan set – 11” x 17”

Electronic copies of all Plan sets – ***submit electronic sets via flash/jump drive or .ftp only***

***\*If application is incomplete, full set of revised submittals are required for re-submittal of application.***

### **Complete Application Required**

The review and consideration of an application submitted shall only occur if such application includes all items that are required in support of the application and is deemed complete by the Community Development Department.

### **Application Submission Schedule**

Application, required information, and payment must be submitted no later than 28 days prior to the regularly-scheduled Planning Commission meeting, per the submission schedule maintained by the Community Development Department. Application submittals are due by 4 p.m. on the deadline date. **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.

### **Comprehensive Plan Amendment Approval Criteria**

Recommendations and decisions shall be based on consideration of the following criteria:

- Whether the proposed amendment corrects an error or addresses the need resulting from some changing condition, trend, or fact arising since the adoption of the Comprehensive Plan;
- Whether the proposed amendment is consistent with the guiding principles of the Comprehensive Plan;
- The extent to which the proposed amendment addresses a demonstrated community need;
- Whether the proposed amendment will protect the health, safety, morals, and general welfare of the public;
- The impacts on the natural and built environments, including air, water, noise, stormwater management, wildlife habitat, water quality, vegetation, drainage, streets, and other engineering design or environmental factors;
- Whether the proposed amendment is compatible with existing and proposed uses surrounding the subject property; whether the proposed design and land uses are appropriate for the land; and whether the proposed amendment will maintain or improve compatibility among uses and ensure efficient development within the City;
- Whether the proposed amendment will result in a logical, orderly and predictable development pattern; and
- Whether the proposed amendment is consistent with the purpose of this ordinance.

### **Planning Commission Consideration**

- Applicants will be notified in writing when their application is considered complete. Applicants may be asked to supply additional information beyond required list above. A public hearing will be scheduled only when it has been verified that the application is complete.

- A complete application will be scheduled for an Application Review Conference between staff and the applicant, which typically occurs one week prior to the Planning Commission meeting.
- Applicant will receive a final copy of staff's recommendation to the Planning Commission on the Friday preceding the meeting.
- Before any amendment is adopted, the Planning Commission shall hold at least one public hearing after proper notice has been issued in accordance with Section 2.3(l) of the Monticello Zoning Ordinance. Following the hearing, the Planning Commission shall adopt findings and recommendations on the proposed amendment as soon as practical.
- Planning Commission meetings are conducted at 6 p.m. on the first Tuesday of each month.

#### **City Council Consideration**

- City Council may hold a public hearing on the amendment if they deem such necessary.
- After consideration of the Planning Commission recommendation and/or hearing, if applicable, the City Council may adopt the amendment or any part thereof as it deems advisable.
- Approval of an amendment shall require a majority vote of all members of the City Council except as may be exempted by state statute.
- Council consideration of Land Use Applications typically occurs on the 4<sup>th</sup> Monday of each month.