



**Community Development
Department**
1830 County Road B East
Maplewood, MN 55109
(651) 249-2300 | www.MaplewoodMN.gov

Fee: \$1,650

COMPREHENSIVE PLAN AMENDMENT FILING REQUIREMENTS

Please email the following upon submission of your online application, unless waived by the Community Development Director. Applications will not be deemed complete until all supporting documentation and payment have been submitted:

1. A statement describing the intended use of the property and why the City should approve your request. This statement also shall discuss the impact the proposed change would have on the utility (sewer and water) systems.
2. A map that clearly shows the area you want to be amended.
3. A list of property owners and their addresses for the site and for all properties within 500 feet. The City can provide this list upon request.
4. An application fee of \$1,650. **This fee is non-refundable.** Payment by credit card can be made upon submission of the online application (a 2.5% convenience fee applies). If you choose not to pay by credit card you may select 'Pay Later' and submit the application; however, a check payment must be submitted to the address above to complete the application.

NOTES

- Try to discuss your proposal with adjacent property owners before you submit a formal application. Any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
- The Community Development Director may require a consultant, such as a traffic engineer or appraiser, to review your application. If the Director requires a consultant's review, you must provide a cash escrow to pay this fee. One of the planners will notify you if this has been deemed a requirement.

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COMPREHENSIVE PLAN AMENDMENT PROCEDURE

1. Submit the application using the [Accela Citizen Access portal](#).
2. The Community Development Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation. The Planning Commission meets on the third Tuesday of the month at 7 p.m. The City will mail a notice to you and to the property owners within 500 feet of the property.
3. The Planning Commission will make a recommendation to the City Council.
4. The Community Development Director will schedule a meeting with the City Council. The Council will make the final decision.
5. Maplewood's review and City Council action about your application(s), once the City considers your application(s) complete, will take 60 to 120 days.
6. City staff will notify you of all meetings.