



COMPREHENSIVE PLAN AMENDMENT/REZONE PROCEDURE

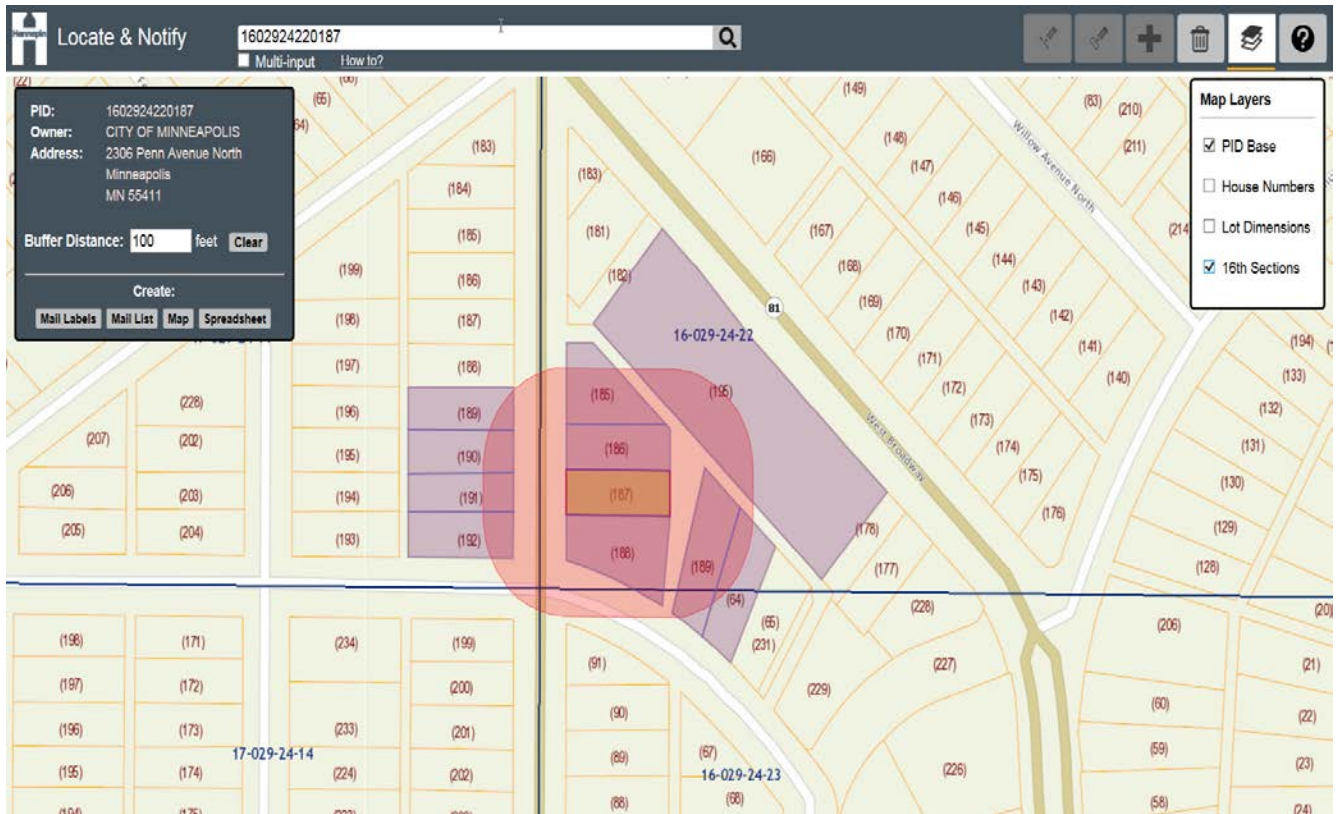
To request a comprehensive plan amendment and/or rezoning of a property, an applicant must complete the following steps:

- | <u>Sub:</u> | <u>Req:</u> | <u>Item:</u> |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A completed land use application form signed by all property owners along with payment of the proper filing fee. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. Written statements providing information regarding your proposal. <u>Please provide a separate answer for each of the lettered items listed below</u> (answers must be submitted in both hard copy and electronic form--.txt files or MS Word format): <ol style="list-style-type: none">The name and address of the applicant or applicants;A listing of the following site data: legal description of the property (including lot/block, plat name, and parcel identification number), parcel size (in acres and square feet), and a description of the area proposed to be rezoned;The present zoning classification of the area and the proposed zoning classification;A description of the present use of each separately owned tract within the area, and the intended use of any tract of land therein;A site plan showing the location and extent of the proposed building(s), parking, loading, access drives, landscaping and any other improvements currently on the site; andA statement of how the rezoning would fit in with the general zoning pattern of the neighborhood, and the zoning plan of the entire city. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. Verification of ownership (a copy of a current title report, purchase agreement, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. Address labels: Two (2) lists of names and addresses of the owners of all property within five hundred (500) feet of the boundaries of the property in question. One (1) list shall be typed on mailing labels (33 labels per sheet) and the other list shall be a reproducible copy of those labels. Please see Exhibit A of this handout which provides basic instructions on how to acquire a Property Owners List online from Hennepin County. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. Area Map: One (1) copy of an area map showing the parcel(s) in question and the surrounding properties. <u>You will receive this map with your address labels from Hennepin County.</u> |

Exhibit A

COMPREHENSIVE PLAN AMENDMENT/REZONE LIST (PROPERTY OWNERS LIST) BASIC INSTRUCTIONS

1. Open the Locate & Notify application: <https://gis.hennepin.us/locatenotify/default.aspx>
2. Enter PID Number or address of the parcel of interest (PID#s are preferred search input).
 - a. If multiple PID#s are needed, simply use the left mouse button and click on the adjacent parcels after the application has zoomed into your area of interest.
3. Hit “Map Layers” and select “16th Sections” to turn on Section/Range/Township lines for your map.
 - a. If the Platted Lots (underlying Legal Description) layer is desired, turn on “Lot Dimensions” layer and turn off “PID Base” layer. Some cities request this on specialized land use applications.
4. Enter the distance required for your application criteria in the “Buffer Distance” section, and buffer.
5. Copy the parcel Address to your clipboard for later use in your “Map Notes” if desired.
6. **Click Mail List Button**, print the list and save a copy if desired.
7. **Click Mail Labels Button**, print labels “actual size”, do not shrink to fit or labels could overrun on later pages (standard 8.5 x 11 – 30 labels per sheet), usually must select a specific printer tray or manual feeder, save a copy if desired.
8. **Click Map Button** and paste the parcel address or add notes to map as desired, print and save copy if desired.
 - a. ****If you have a buffer selected and nothing happens when clicking List, Labels, or Map button, check your internet browser’s pop-up settings. Pop-ups must be allowed for the list, labels, or map, output to display in order to print and save.**



****Below image shows how the map looks with the "Lot Dimension" layer turned on****

