



**City of Apple Valley  
Planning and Development Department**

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**COMPREHENSIVE PLAN AMENDMENT SUBMITTAL CHECKLIST**

An amendment to the Comprehensive Plan can involve either a change to the text of the plan or a change on the Comprehensive Guide Plan Map which alters the land use designation of a particular parcel of property. A Comprehensive Plan amendment may be authorized if an applicant can prove the site would better serve the City with another use than the one already designated. Amendments to the Plan must be submitted to the Metropolitan Council for review and approval in accordance with the Metropolitan Land Planning Act.

\_\_\_\_\_ **Complete Application form and fees**

- requested change to Comprehensive Plan amendment
- names, addresses, telephone numbers of owner, developer, surveyor and/or engineer
- contact person

\_\_\_\_\_ **Abstractor’s certificate** of property ownership of all parcels within 350 feet including subject parcel. Mailing labels are also required.

\_\_\_\_\_ **Exact legal description** and Dakota County property identification number

\_\_\_\_\_ **Signed Deposit Agreement** and required escrow

**TIMETABLE**

\* Staff reviews preliminary plat application material within 10 days of receipt of application. **Only complete application will be reviewed.** If application is incomplete, staff notifies applicant within 10 days of receipt of partial application. If application is complete, the proposal is scheduled for public hearing approximately three weeks after application deadline.

\* All questions and issues raised by Planning Commission and members of the public must be satisfactorily answered by the applicant before Commission will make a recommendation to the City Council. Typically, the Planning Commission does not take action on an item the night of its public hearing. At its next meeting, unless significant issues remain unresolved, the Planning Commission will likely vote on approval of the project. The item will continue to be placed on Planning Commission agendas until a recommendation for approval or denial of the petition can be forwarded to the City Council. Once recommendation is made, the petition goes to City Council at its next regularly scheduled meeting.

\* The City Council has 120 days from receipt of complete application to either approve or deny the application, or to submit an extension letter stating when it intends to take action. The City Council usually hears and votes on the project at the same meeting. If the City Council approves the amendment, the approval is contingent upon a positive review by the Metropolitan Council. A Comprehensive Plan amendment requires review by the Metropolitan Council to determine if the

proposed amendment has a negative impact on one of the Metropolitan Systems (Metropolitan Sanitary Sewers, Metropolitan Transportation System, Regional Parks and Open Space, or Airport).