



COMMUNITY DEVELOPMENT DEPARTMENT
160 LAKE STREET NORTH
BIG LAKE MN, 55309
763-263-2107
mpopp@biglakemn.org or
tkohl@biglakemn.org

**COMPREHENSIVE PLAN
 AMENDMENT
 APPLICATION
 CHECKLIST**

| APPLICANT CHECK IN | APPLICATION SUBMITTAL REQUIREMENTS | CITY CHECK IN |
|-----------------------|--|------------------|
| | A completed City of Big Lake Land Use Application form with full legal description. | |
| | A completed checklist form with all required items from below. | |
| | Supporting information establishing ownership interests in the property (a title commitment and/or signature of fee title property owner). | |
| | A narrative explaining the requested change and addressing the following: | |
| | <ol style="list-style-type: none"> 1. Why the Comprehensive plan should be amended per the request. 2. How the land use amendment will impact adjacent properties and future land uses in the community. 3. Will the land use amendment affect density? Increase or Decrease? 4. How the land use change may impact traffic. | |
| | 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). | |
| | Any other information that may be reasonably required by the City to evaluate the application. | |
| | Application fee and escrow per Land Use Application form. | |