



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

**ORDINANCE (MAP OR
 TEXT) 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 the reason(s) why the modifications are supported by the Comprehensive Plan.	
	The legal description of all real property proposed for change (if applicable).	
	The existing and proposed land use and zoning designations for all properties proposed to change (if applicable).	
	A map of the property or properties to be modified to a different zoning designation, showing the addresses and zoning designations for the subject properties and the adjacent properties, if applicable.	
	The location and text language of the proposed text to be added, amended, or deleted in this ordinance, if applicable.	
	Any other information that may be reasonably required by the City to evaluate the application.	
	Application fees and escrow per Land Use Application form.	