



**COMPREHENSIVE PLAN AMENDMENT APPLICATION**

The City of Vadnais Heights  
800 East County Road E • Vadnais Heights, MN 55127  
Phone: 651.204.6015 • Fax: 651.204.6100  
www.cityvadnaisheights.com

Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Cell: \_\_\_ - \_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Fee Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_ - \_\_\_ - \_\_\_\_\_ Cell: \_\_\_ - \_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

Address or General Location of Property: \_\_\_\_\_

Legal Description of Property (attach a separate sheet if necessary): \_\_\_\_\_

Acreage of Property: \_\_\_\_\_

Present Land Use Designation: \_\_\_\_\_ Present Zoning: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Proposed Land Use Designation: \_\_\_\_\_ Proposed Zoning (if rezoning): \_\_\_\_\_

Proposed Use of Property: \_\_\_\_\_

Explain or justify your need to amend the current land use designation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Property Owner's Signature (if different from applicant) \_\_\_\_\_ Date \_\_\_\_\_



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## Application Fee & Escrow

Fee: \$1,200  
Escrow: \$2,000 escrow\*

\* All planning cases are subject to a minimum escrow fee to cover any consulting costs the City may incur. Additional charges may apply if the consulting costs exceed the escrow amount. The escrow may be waived, reduced, or increased by the City Planner on a project-by-project basis. For applications that involve excessive staff time, services performed by City staff will be billed at actual payroll costs including hourly rates, payroll taxes, and benefit charges.

## Items to Accompany Comprehensive Plan Amendment Application

- \_\_\_ 1. Written Narrative that addresses how the proposed amendment to the Comprehensive Plan will affect the following:
  - \_\_\_ a. Explain if the applicant will have a development project readily available for the site.
  - \_\_\_ b. Is the change consistent with the goals and objectives or other elements of the Comprehensive Plan?
  - \_\_\_ c. Will the amendment create an adverse impact on public facilities and services that cannot be mitigated? (i.e., roads, sewers, water supply, drainage, schools, police, fire, and parks).
  - \_\_\_ d. Will development resulting from the amendment create an undue impact on surrounding properties?
  - \_\_\_ e. Is the proposed development consistent with the physical character of the surrounding neighborhood? Would the development upgrade and improve its viability?
  - \_\_\_ f. Will the amendment allow a more viable transition to the planned uses on adjacent properties than the current use?
  - \_\_\_ g. Will the amendment have a significant advertise impact on the natural environment including trees, slopes and groundwater? Could the impact be mitigated by improvement son the site or in the same vicinity?
  - \_\_\_ h. Has there been a change in City policies or neighborhood characteristics that would justify an amendment?
  - \_\_\_ i. Does the amendment correct an error made in the original Comprehensive Plan?
  - \_\_\_ j. Is there a community or regional need identified in the Comprehensive Plan for the proposed land use or service?
  - \_\_\_ k. Does the amendment help the City meet its life-cycle and affordable housing objectives?
  - \_\_\_ l. Does the amendment adversely affect any landmarks or other historically significant structures or properties? Can the impacts be mitigated through relocation, commemoration, or dedication?
  - \_\_\_ m. What are the differences in traffic generation from the current versus the proposed land use?
  - \_\_\_ n. If applicable, is the proposed traffic in conformance with the I-35E Corridor Study?
- \_\_\_ 2. Property Report/Title Commitment.
- \_\_\_ 3. Signed Payment of Costs Agreement.

**Acceptance of Application**

This application is subject to acceptance by the City upon review of the application and necessary materials being submitted.

Date Received: \_\_\_\_\_ Date Application Deemed Complete: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Application Number: \_\_\_\_\_

\_\_\_\_\_  
Planning/Community Development Director Date

\_\_\_\_\_  
City Administrator Date

The signature and acceptance by city staff does not constitute approval of the application.



## COMPREHENSIVE PLAN AMENDMENT APPLICATION FILING REQUIREMENT INFORMATION

The City of Vadnais Heights  
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### **Filing Requirement Information**

The City is required by State Law to adopt a Comprehensive Plan that states the community goals/policies and plans/guides future development and redevelopment. If an applicant wishes to amend the Comprehensive Plan, including map and/or text amendments, at a time other than when the City is considering an update of its Comprehensive Plan, they must fill out the required application and submit materials as required in the Comprehensive Plan Amendment application. Section 38-36 of the City Code addresses the procedures for Comprehensive Plan amendments, which can be accessed online at [www.cityvadnaisheights.com](http://www.cityvadnaisheights.com). The City's Comprehensive Plan can also be accessed online.

An application for a Comprehensive Plan amendment is reviewed and recommended on by the Planning Commission and then approved or denied by the City Council. The Planning Commission meets on the fourth Tuesday of each month, and the City Council meets on the first and third Tuesday of each month.

Comprehensive Plan amendments require a public hearing before the Planning Commission, with notices published and mailed to property owners within 350 feet of the subject property (if applicable) at least ten days prior to the hearing. Therefore, in order to have necessary reviews and reports completed for the Planning Commission, the public, and the applicant, materials must be submitted according to the *Land Use Application Submission and Meeting Schedule*, usually about five weeks prior to the Planning Commission meeting.

The applicant will be notified within 15 days of the City receiving the application if it is incomplete and what information is missing. Once an application is considered complete, the City has sixty (60) calendar days to complete its review and either approve or deny the application. In compliance with applicable state statutes, the City may extend the application review period for another sixty (60) days with written notice to the applicant.

If approved, the Comprehensive Plan amendment shall be submitted to the Metropolitan Council for their review.

**NOTE:** The Development Review Committee (DRC) meets weekly and strongly encourages persons who are or will be seeking application approval from the City to schedule a meeting(s) to review site plan concepts and requirements. Meeting with the DRC is intended to assist the applicant with the application process. The DRC consists of the City Planner, City Engineer, City Administrator, Building Official, and the Fire Chief. Meetings with the DRC can be scheduled through Nolan Wall, Planning/Community Development Director, by e-mail at [nolan.wall@cityvadnaisheights.com](mailto:nolan.wall@cityvadnaisheights.com) or by phone at (651) 204-6027.