



Community Development Department
12800 Ravine Parkway South
Cottage Grove, MN 55016
www.cottagegrovemn.gov

Planning Division
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COMPREHENSIVE PLAN AMENDMENT

APPLICATION SUBMITTAL CHECK LIST

- Planning Commission Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property.
- Attach a written narrative explaining the reason for the application.
- Submit one 8½" X 11" and one 11" X 17" reductions of all maps/exhibits meeting requirements of City Code Title 11-2-4.
- Provide plans in a .pdf format via CD or e-mailed to kdennis@cottagegrovemn.gov.
- Submit the \$600.00 application fee.

APPLICATION REVIEW PROCESS

- Applicant submits application, exhibits, narrative explaining the reason for the application, and the application fee.
- The City determines if the application is complete.
- The City will notify property owners within 500 feet.
- Planning staff will prepare Staff Reports.
- The City will publish the public hearing notice.
- Planning Commission holds public hearing.
- Planning Commission and staff's recommendations forwarded to City Council.
- Action by City Council.
- Metropolitan Council reviews proposal. Application must be approved by the Metropolitan Council.