

## Comprehensive Plan Amendment (Land Use Guide Plan Amendment) Application Checklist

Please submit digital (emailed, USB) copies of the following items via email to [planning@plymouthmn.gov](mailto:planning@plymouthmn.gov) to submit your application.

Applications will be processed once all items on this checklist are submitted.

### Requirements

- **Completed [Application Form](#)**, signed by the property owner.
- **Accurate Certified Survey** showing the proposal, drawn to scale, including all dimensions and square footages, and the complete legal description of all parcels affected.
- **Complete Legal Description**
- **Traffic Study**, if applicable
- **Answers** to the questions on page 2.
- **Wetland Report**, via email (if applicable).
- **Application Fee** payable to the City of Plymouth:
  - \$250 plus \$2000 cash escrow
  - \$165 fee for a development sign on one street frontage and \$50 per sign for each additional street frontage.

The fee for staff-prepared mailing labels is included in the application fee. Please contact [planning@plymouthmn.gov](mailto:planning@plymouthmn.gov) to set up online payment. Or submit a check or cash with the request.

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance.

For a complete list of required materials, refer to Appendix 3D of the Plymouth Comprehensive Plan.





**Community and Economic  
Development Department**  
3400 Plymouth Blvd  
Plymouth, MN 55447  
(763) 509-5450

Please describe your request.

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Please describe the extent to which the location criteria of applicable existing or proposed land use guide plan classifications are satisfied.

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If the amendment affects a particular site, describe whether or not the change is needed to allow reasonable development of the site.

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Please describe the relationship of the proposed amendment to the supply and demand for particular land uses within the city and the immediate vicinity of the site.

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Please demonstrate the reason(s) that the comprehensive plan should be changed, including but not limited to: whether new information has become available since the comprehensive plan was adopted that supports re-examination of the plan, or that existing or proposed development offer new opportunities or constraints that were not previously considered by the plan.

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Please demonstrate that the application has merits beyond the interests of the applicant.

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Please describe the possible impacts on these specific elements of the comprehensive plan, including:

Transportation

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Sanitary  
Sewer

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Housing

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Surface  
Water

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Water  
Supply

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Parks and  
Open Space

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Capital  
Improvement  
Program (CIP)

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