



Comprehensive Plan Amendment Requirements

City of *Chaska*

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FILING REQUIREMENTS

Unless waived by the Planning Department, you must provide all of the following items with the Comprehensive Plan amendment application. An incomplete application will not be accepted.

Six large sets (24"x36" preferred) and 25 reduced copies (11"x17") of the following drawings:

- | | |
|---|---|
| <input type="checkbox"/> Site Plan | <input type="checkbox"/> Map of existing conditions |
| <input type="checkbox"/> Landscape Plan | <input type="checkbox"/> Building renderings/elevations specifying building materials |
| <input type="checkbox"/> Sign Plan | |

A written statement describing the intended use of the property, how the use would or would not meet the intent of the City's Comprehensive Plan for this property and why the City should approve your request. Base your statement on the following questions:

1. How would this request meet the following standards:
 - the use is consistent with the intent of the ordinance;
 - the use is consistent with the goals, policies and objectives of the comprehensive plan;
 - the use does not have an undue, adverse impact on governmental facilities, utilities, services, or existing or proposed improvements; and
 - the use does not have an undue, adverse impact on the health, safety, or welfare of the community.
2. Why would the proposed use not injure or detract from the use of the neighboring property or from the character of the neighborhood?
3. How this use would meet the specific standards for this use?

PROCEDURE

1. The developer and consultants shall meet with Planning Staff to explain proposed project and to receive information from staff relative to the site, prior to commencing project design.
2. Consult with the Community Development Department to determine the ordinances and procedures that apply to your application. Request application packet from Planning Staff.
3. The completed application and required development fees, along with all supporting documentation requested herein must be returned on or before the established submittal date.

Late and/or incomplete submittals will not be placed on the Planning Commission agenda.

4. The Planning Director will schedule a public hearing with the Planning Commission after preparing a report and recommendation. Allow at least 30-60 days from the application date to the Planning Commission hearing. The Director will mail a notice to property owners within 400 feet of the property. A copy of the staff report will be mailed to the applicant on the Friday before the Planning Commission Meeting.
5. Appear before the City Planning Commission. The Planning Commission meets on the second Wednesday of each month. Depending on the Planning Commission recommendation, the proposal will either go on to the City Council or come back to the Planning Commission for further review.
6. Following Planning Commission approval, the proposal will be presented to the City Council. The City Council meets on the first, third and fifth Mondays of each month.

NOTES

1. Try to discuss your proposal with adjacent property owners before you submit a formal application. any conflicts that you can resolve ahead of time will make it easier and faster for the City to process your application.
2. The Planning Director may require a consultant, such as a traffic engineer, landscape architect, forester or appraiser, to review your application. If the Director requires a consultant's review, you must provide cash escrow to pay this fee. City staff will notify you if the Director requires a consultant.
3. A survey is required for all new construction and additions. If the pins that are generally located at the property corners can be located, a scaled drawing may be acceptable. Stake the location in the field of proposed building locations and lot lines.