



City of Coon Rapids  
Department of Community Development

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**Comprehensive Plan Amendment  
Submittal Checklist**

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- Application form and fee
- Up to date boundary survey or scaled drawing of subject property
- A typewritten narrative that describes how the request meets one of the following findings:
  - A mistake was made in the original land use designation of the property
  - The times and conditions have changed to such an extent that no reasonable use can be made of the property with the current land use designation
- The narrative must also include:
  - How will the proposed land use change be consistent with the goals, objectives and policies of comprehensive plan
  - Current land use designation and zoning classification of subject property
  - Current land use designation and zoning classification of properties within 350 feet
  - Existing land uses on subject property
  - Existing land uses of properties within 350 feet
  - Compatibility of proposed land use with surrounding area

Other information as required by the Community Development Director to process the application.