

Comprehensive Plan Amendment



Application Process Summary

What is a Comprehensive Plan Amendment?

The Comprehensive Plan expresses Fridley's vision for the future and provides a strategic map of ways to reach that vision. A Comprehensive Plan Amendment request allows a property owner or the City to change the future land use guidance for a property located within the City's boundaries, or other aspects of future development that are guided in the Comprehensive Plan. Changing the land use guidance lays the basis for changing the property's zoning and other development restrictions.

What is the application process?

Those interested in pursuing a Comprehensive Plan Amendment are encouraged to speak with staff in the Planning Department prior to filing an application. Staff can help identify any potential concerns or challenges with the proposed amendment before an official application is made.

The Comprehensive Plan Amendment process begins by filling out a COMPREHENSIVE PLAN AMENDMENT APPLICATION. A complete application, along with the necessary submittal requirements (found in this packet) must be submitted to the Planning Staff on a designated application date. A required fee is associated with the application. Fees are non-refundable and are used for publication of notices, postage, and other expenses associated with the request.

State Statute 15.99 gives cities 15 business days to review land use items, such as a Comprehensive Plan Amendment request, to determine if the application is complete. If your application is considered incomplete, staff will return it to you for completion. If your application is considered complete, you will be notified in writing. This notice will include the date of the anticipated Planning Commission and City Council meeting where your request will be considered. State statute also requires that the City approve or deny a land use application within 60 days of receiving a complete application, unless an additional 60 day extension is granted.

Once the application is received, the application is reviewed by staff from the Planning, Engineering, Assessing, Fire, and Police Departments and other affected stakeholder agencies. The impacts to adjacent properties are discussed and, if necessary, stipulations for approval are developed.

If your application is considered complete, the City will schedule a public hearing regarding the application. There are approximately four weeks between the application due date and the Planning Commission meeting. Fridley must also submit Comprehensive Plan Amendments to the Metropolitan Council for review

of the amendment's compatibility and conformity with the Metropolitan Council's regional system plans. The amendment may also be reviewed by adjacent and affected stakeholder agencies.

Prior to the Planning Commission meeting, a staff report including staff recommendation is prepared. Recommended stipulations of approval are frequently included. The staff report is presented to the Planning Commission to review at a regularly-scheduled meeting. Applicants will also receive a copy of the staff report.

The Planning Commission is made up of five residents of the community. Planning Commission meetings are held the 3rd Wednesday of the month at 7:00 p.m. in the City Council Chambers at the Municipal Center. The Planning Commission is an advisory commission to the City Council. It is the responsibility of the Planning Commission to conduct a public hearing, gather testimony and make a recommendation to the City Council regarding comprehensive plan amendment requests. The amendment must be approved by the City Council following review by the Planning Commission. Applicants are expected to attend the Planning Commission and City Council meetings where their applications will be discussed.

Once a decision has been made by the City Council, the City will mail the petitioner a letter stating the outcome of the request, including the corresponding stipulations of approval or the findings of fact if the request has been denied.

Additional information regarding the Comprehensive Plan Amendment process may be obtained by contacting the City of Fridley Planning Department at planningdivision@fridleymn.gov or 763-572-3595 or 763-572-3599.

What are the application requirements?

The following information is needed to process a Comprehensive Plan Amendment application. Beginning in 2022, applications will be accepted online. Online applications can be filled out at any time but can only be submitted on pre-determined application dates.

- Property information
 - Street address
 - Anoka County Property Identification Number (PIN)
 - Legal description
 - Current zoning
 - Square footage of property
 - Current Land Use Designation
 - Requested Designation (or other Comprehensive Plan Amendment)
- Reason for Comprehensive Plan Amendment
 - A brief one-sentence summary
 - A full narrative explaining the rationale for the amendment
- Petitioner (applicant) information
 - Name of individual and/or company
 - Mailing address
 - Phone number
 - Email address
 - Signature authorizing application
- Property owner information (if different from petitioner)
 - Name
 - Signature authorizing application
- Application fee
 - \$1,500

File information for online applications:

- Maximum file size for uploads is 25 MB.
- As possible, **please submit drawings as native PDF files (not scans).**
- Narrative/text files and other documents may be Word, PDF, or image files.