



Community Development Department
7516 – 80th Street South
Cottage Grove, MN 55016
www.cottage-grove.org

Planning Division
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E-Mail: planning@cottage-grove.org

COMPREHENSIVE PLAN AMENDMENT

APPLICATION SUBMITTAL CHECK LIST

- Application completed and signed by applicant and property owners.
- Provide the property identification number and complete legal description of the property. This information can be obtained from the Washington County Assessor's office (651-430-6090).
- Attach a written narrative explaining the reason for the application.
- Submit one 8½ " X 11" and ten 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@cottage-grove.org.
- Submit the \$600.00 application fee.

APPLICATION REVIEW PROCESS

- Submit application, exhibits, narrative explaining the reason for the application, and the application fee.
- 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.