



City of Columbus Planning Department

16319 Kettle River Blvd. • Columbus, MN 55025
Phone: (651) 464-3120 Ext. 1007

COMPREHENSIVE PLAN AMENDMENT (CPA)

APPLICANT IS REQUIRED TO MEET WITH CITY STAFF **PRIOR** TO SUBMITTAL OF THIS APPLICATION

APPLICATION FEE: \$200

ESCROW: \$2,500*

*Consulting fees accrued from the City Engineer, City Attorney, etc. will be taken from the escrow amount. The remaining escrow will be refunded after the project is finished and has met all of the conditions during final inspection. Should the associated costs exceed the escrow, any outstanding amount will be billed to the applicant. The application fee is non-refundable.

NAME OF PROJECT (IF APPLICABLE): _____

PROJECT ADDRESS: _____ PRESENT ZONING: _____

LOCATION PID: _____ LOT: _____ BLOCK: _____ SUBDIVISION: _____

DESCRIPTION OF PROJECT: _____

PROPERTY OWNER:

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

APPLICANT:

☐ SAME AS PROPERTY OWNER

NAME: _____

PHONE: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL: _____

I FULLY UNDERSTAND THAT I MUST MEET WITH CITY STAFF TO REVIEW ALL SUBMISSION REQUIREMENTS AND CONDITIONS PRIOR TO OFFICIAL SUBMISSION, AND THAT ALL OF THE REQUIRED INFORMATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO THE PLANNING/ZONING COMMISSION AND CITY COUNCIL SCHEDULED MEETING DATES TO ENSURE REVIEW BY CITY STAFF.

PROPERTY OWNER SIGNATURE

DATE

APPLICANT SIGNATURE

DATE

OFFICE USE ONLY

DATE SUBMITTED: _____

60 DAYS: _____

TOTAL FEE PAID: _____

120 DAYS: _____

ESCROW APPLICATION SUBMITTED: _____

Comprehensive Plan Amendment (CPA)

Application Checklist

Submittals Checklist:

- ☐ **Signed Application**
- ☐ **Project Area Diagram**
 - This should include the parcel(s) that will be impact in the proposed Comprehensive Plan Amendment
- ☐ **Narrative Statement**
 - Describe and justify why the Comprehensive Plan Amendment is necessary, the purpose for your request including what the current land use is now, and the proposed land use will be in the future.
- ☐ **Fees & Escrow Deposit Paid**
 - Include a signed Land Use Escrow Application
- ☐ **Additional Information**
 - Any further information that you believe is relevant and helps explain the proposed use.

Note: Additional information may be requested by City Staff or City Consultants depending on the specifics of your application.

Land Use Escrow Application

Property Address: _____

Owners Name: _____ Phone: _____

Email: _____

Type of Land Use Application: _____

Person/Company paying the escrow	Person/Company receiving returned escrow (permission needed if different from the person/company paying the escrow)
Name: _____	Name: _____
Phone: _____	Phone: _____
Mailing Address: _____ _____	Mailing Address: _____ _____
Amount entered into escrow: \$ _____	Email: _____

	Type of Land Use Application	Escrow Amount
	Comprehensive Plan Amendment, Conditional Use Permit/Amendment, Mineral Extraction Permit,	\$2,500
	Subdivision	\$2,000
	Rezoning, Interim Use Permit	\$1,500
	Variance, Sunrise Watershed Permit	\$1,000
	Lot Line Adjustment, Vacation	\$750
	Driveway Permit, Residential Kennel, Site Plan Review	\$500
	Administrative Variance	\$250
	Other:	Engineer Estimate

Escrow Information

Escrow is set aside for attorney, consulting, engineering and other misc. fees. If the City of Columbus is to acquire these fees while working on your Land Use Application, then you are authorizing the City to use this escrow to pay for those fees. The remaining escrow amount will be returned one the work has been approved. If the provided escrow does not cover the fees accrued by the City for your Land Use Application, you will be billed for any outstanding amount. In signing this application, you agree to pay all statements received from the City pertaining to additional application expense.

Escrow Payer Signature: _____ Date: _____

Planning/Building Department Staff: _____ Date: _____

City of Columbus

16319 Kettle River Blvd | Columbus, MN 55025

Phone: (651) 464-3120

Application Deadlines for 2025

Planning staff has ten (15) business days to deem an application complete. The submittal dates pertain to applications deemed complete by Planning staff.

Application Deadline To be submitted by 4pm (30 days prior to PC meeting)	Planning Commission Meeting
Monday, December 16, 2024	January 15, 2025
Monday, January 6, 2025	February 5, 2025
Monday, January 20, 2025	February 19, 2025
Monday, February 3, 2025	March 5, 2025
Monday, February 17, 2025	March 19, 2025
Monday, March 3, 2025	April 2, 2025
Monday, March 17, 2025	April 16, 2025
Monday, April 7, 2025	May 7, 2025
Monday, April 21, 2025	May 21, 2025
Monday, May 5, 2025	June 4, 2025
Monday, May 19, 2025	June 18, 2025
Monday, June 2, 2025	July 2, 2025
Monday, June 16, 2025	July 16, 2025
Monday, July 7, 2025	August 6, 2025
Monday, July 21, 2025	August 20, 2025
Monday, August 4, 2025	September 3, 2025
Monday, August 18, 2025	September 17, 2025
Monday, September 1, 2025	October 1, 2025
Monday, September 15, 2025	October 15, 2025
Monday, October 6, 2025	November 5, 2025
Monday, October 20, 2025	November 19, 2025
Monday, November 3, 2025	December 3, 2025
Monday November 16, 2025	December 16, 2025

Planning Commission meetings are held on the 1st and 3rd Wednesday of the month unless a holiday falls on that day.

City Council meetings are held on the 2nd and 4th Wednesday of the month unless a holiday falls on that day.

Changes to meeting dates will be posted on the Columbus City website.