

## UDC APPLICATION CHECKLIST: COMPREHENSIVE PLAN AMENDMENT

Use this checklist to guide your Land Development Application for a Comprehensive Plan Amendment, also known as a Land Use Plan Amendment (LUPA). A LUPA will be accepted for review if it is less than ten acres in size, a predevelopment meeting has been held, a neighborhood informational meeting has been held, and all required application material have been submitted.

### 1. General Information

**Comprehensive Plan Adoption or Amendment (60.500.040A):** The purpose of this Section 60.500.040A is to describe the process by which a new Comprehensive Plan or Land Use Plan for the City can be adopted, which is also the way in which an adopted Comprehensive Plan or Land Use Plan for the City can be amended, in compliance with applicable Minnesota state law.

**Decision-Making Body:** City Council

### 2. Required Application Materials

- Application
- Application Fee (paid to Rochester Community Development)
- Cover Letter and Narrative:
  - Summary of Project
  - Land Use Plan Criteria
    - Unified Development Code, 60.500.040.A.4
    - Comprehensive Plan: Specific Criteria Applicable to Future Land Use Map
- Traffic Impact Report (TIR) Determination, signed by City Engineer
- Independent Market Study
- Land Use Map Exhibit and Legal Description

### 3. Additional Notes

**Questions? Contact Community Development at [CommunityDevelopment@rochestermn.gov](mailto:CommunityDevelopment@rochestermn.gov) or 507-328-2600 during office hours.**

*DISCLAIMER: This checklist is intended to provide a summary of requirements under the Unified Development Code. Owners are required to meet all applicable requirements, even if not specifically identified on this checklist.*