



City of Coon Rapids
Department of Community Development

**Zone Change
Submittal Checklist**

- 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 zoning of the property
 - The times and conditions have changed to such an extent that no reasonable use can be made of the property under the current zoning
- The narrative must also include:
 - A description of how the request is consistent with the 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
- Other information as required by the Community Development Director to process the application.