

2008 COMPREHENSIVE PLAN UPDATE TRANSMITTAL FORM

This transmittal form serves as a checklist for municipalities to ensure the comprehensive plan update submittal is complete. The Metropolitan Council's Local Planning Handbook provides more detailed information about each of these requirements, and in some cases includes recommended definitions and report formats. All items must be adequately addressed for the Council to find the comprehensive plan update complete for review. Indicate the page number where the each item can be found in the comprehensive plan update. Items that are not applicable to all municipalities are marked "if applicable." Type "NA" in place of a page number if the item is not applicable.

Contact Information

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Handbook Section 1: Process

Local Approval Requirements		Date of Action:
<input type="checkbox"/>	Community Input Sessions	January 30, May 15, 19, and 22 (2007)
<input type="checkbox"/>	Planning commission public hearing	December 13, 2007 July 22, 2008
<input type="checkbox"/>	Acted upon by planning commission	July 22, 2008
<input type="checkbox"/>	Governing body public hearing	January 8, 2008 July 22, 2008
<input type="checkbox"/>	Approved by governing body	October 13, 2009

Other Government Unit Review Requirements		Date Sent:
<input type="checkbox"/>	Adjacent governmental units: Cities of Falcon Heights, Roseville, St. Paul, and Minneapolis	January 17, 2008
<input type="checkbox"/>	School districts: Roseville Area School District #623	January 17, 2008
<input type="checkbox"/>	Other overlapping jurisdictions: Rice Creek Watershed District, Capitol Region Watershed District, Mississippi Watershed Management Organization, Ramsey County, Minnesota Department of Transportation	January 17, 2008

Handbook Section 1: Foundation

Plan Content Requirements		Page(s) where this item can be found:
	Polices and objectives	15-16
	Regional Planning Area designation(s)*	15
	Population, household and employment forecasts	15-18

* Based on 2030 Regional Development Framework Growth Strategy Map

Handbook Section 3: Land Use

Land Use Requirements		Page(s) where this item can be found:
	Surface water map	90
	Existing land use map and definition of categories	27
	Future land use map and definition of categories	31-35
	Existing and planned land use table	28
	Residential development conforms to regional plans	36
	Development staging plan, if applicable	29-30
	Housing plan	37-43
	Historic preservation	43-44
	Solar access protection	44
	Aggregate resource protection, if applicable	44
	Critical Area Plan, if applicable	44

Handbook Section 4: Transportation

Road and Highway Requirements		Page(s) where this item can be found:
	Forecast allocation to Traffic Analysis Zones	52
	Functional roadway classifications	47-48
	Highway and roadway map	46
	Planned highway improvements	49
	Transportation - land use relationship	50-52
	Capacity and safety issues	53-54
	Access management	NA

Bicycle and Pedestrian Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Bicycle and pedestrian policies and programs	55-59
<input type="checkbox"/>	Bicycle and pedestrian facilities map	59
<input type="checkbox"/>	Bicycle and pedestrian connections to transit	55-59

Special Traffic Situation Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Transportation plans for special areas*	62
<input type="checkbox"/>	Right-of-way preservation, if applicable	NA
<input type="checkbox"/>	Corridor and sub-area studies, if applicable	NA

*Required for Downtown Minneapolis, Downtown St. Paul, University of Minnesota, and MSP area.

Transit Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Description and map of existing and planned service	60
<input type="checkbox"/>	Map of existing and planned transit facilities	61

Aviation Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Airspace protection	62
<input type="checkbox"/>	Airport maps, if applicable	NA
<input type="checkbox"/>	Influence areas* maps, policies and plans, if applicable	NA
<input type="checkbox"/>	Heliports	NA
<input type="checkbox"/>	Special aviation facilities, if applicable	NA

*Influence areas include noise, height, safety, development, operation, infrastructure, and environment.

Handbook Section 5: Water Resources

What type of wastewater treatment methods are used within the municipality?

<input checked="" type="checkbox"/>	Regional Wastewater Treatment
<input type="checkbox"/>	Local/Municipal Owned Wastewater Treatment Plant
<input type="checkbox"/>	Individual Sewage Treatment Systems (ISTS)
<input type="checkbox"/>	Privately Owned/Community Treatment System

Wastewater Plan Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Projected sewer flow volume	65-67
<input type="checkbox"/>	System capacity description	63
<input type="checkbox"/>	Wastewater system map	64
<input type="checkbox"/>	Infiltration and inflow management	68
<input type="checkbox"/>	Septic system management	NA
<input type="checkbox"/>	Community treatment systems, if applicable	NA
<input type="checkbox"/>	Local wastewater treatment plant plans, if applicable	NA

Required Water Related Plans	Date Approved/By	Date Submitted to Agencies
<input type="checkbox"/> Local Surface Water Management Plan		69-70
<input type="checkbox"/> Water Supply Plan		68
<input type="checkbox"/> Stormwater/Erosion Control Ordinance		69

Handbook Section 6: Parks

Parks Plan Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Existing regional parks & trails map and description	71
<input type="checkbox"/>	Proposed regional parks & trails map and description	71

Handbook Section 7: Implementation

Implementation Requirements		Page(s) where this item can be found:
<input type="checkbox"/>	Describe official controls	79-81
<input type="checkbox"/>	Current zoning ordinances and map*	82-83
<input type="checkbox"/>	Schedule for updating official controls	79-81
<input type="checkbox"/>	Capital Improvement Program	80-81
<input type="checkbox"/>	Housing implementation program	79-80

* Submit two (2) copies of the municipality's updated official controls including zoning and subdivision ordinances within 9 months.