



Comprehensive Plan Amendment Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED

Applicant Check-in		City Check-in
	<p>Electronic file(s) and printed copy (minimum size 11"x17") of the following:</p> <ol style="list-style-type: none"> 1. Written request describing and defining: <ol style="list-style-type: none"> a. The nature of the proposed comprehensive plan amendment (e.g. land use change, urban growth boundary expansion, text change, population, household, or jobs forecast adjustment). b. The nature of the area impacted by the proposed comprehensive plan amendment (e.g. physical description, affected area in acres, number of residential units existing/proposed, square footage of commercial/industrial structures existing/proposed). c. Potential impact on existing wastewater treatment and water supply plans. d. Potential impact on regional transportation and park systems. e. Indication of whether or not existing zoning will be changed. f. Any additional information relevant to the amendment request. 2. If not submitted in conjunction with a concurrent request: A site plan drawn to scale and illustrated on a certificate of survey which includes the following information: <ol style="list-style-type: none"> a. Required setbacks and proposed setbacks b. Dimensions, square footage, first floor elevation, and location of all existing and proposed structures on any/all lot(s) c. Location of all adjacent buildings located within three hundred fifty (350) feet of the exterior boundaries of the property in question d. Existing and proposed vehicular and pedestrian circulation and parking: curb cuts, driveways, parking spaces, drive aisles, sidewalks, crosswalks, trails, etc. e. Building architectural elevations (height, dimensions, exterior material type, colors, etc. f. Location and type of all proposed lights g. Landscape plan illustrating the location and extent of existing and proposed landscaping h. Location of existing and proposed HVAC equipment and refuse containment areas and proposed screening or fencing thereof i. Proposed grading and drainage plan j. Proposed utility service connections k. Proposed aggregate square footage of impervious surfaces including building coverage, driveway/parking areas, sidewalks and the like, l. Location of existing easements, m. Other information as required by the City. 3. Complete legal description and property identification number(s) 4. Proof of ownership of property or signature of property owner on the application. 	
	Permit application fee: \$500.00 (Minor) \$1,000.00 (Full)	
	Completed application form	
	Other (if applicable)	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT