

Checklist for Comp Plan Amendment

- Current designation for Comp Plan Map
- Proposed designation for Comp Plan Map
- Comp Plan Amendment Fee
- 10 copies of Reason/Rationale for proposed Comprehensive Plan Map Amendment
- 10 copies of responses addressing criteria:
 - The amendment will not result in development that will adversely affect the public health, safety, and general welfare.
 - The amendment is based on new information that was not available at the time of adoption of the comprehensive plan, or that circumstances have changed since the adoption of the plan that warrant an amendment to the plan.
 - The amendment will result in long-term benefits to the community as a whole and is in the best interest of the community.
 - The amendment is consistent with other goals and policies of the comprehensive plan, and that the amendment will maintain concurrency between the land use, transportation, and capital facilities elements of the plan.
- One(1) completed original application and 6 additional copies of application form
 - All of the required signatures are obtained.
- Ten(10) copies of complete legal descriptions of all parcels involved with the proposed map amendment and Assessor's Tax Lot number(s).
- Ten(10) copies of a vicinity map showing the affected parcels in relation to surrounding properties and roads.
- Ten(10) copies of a map (minimum scale of one inch = 200 feet) and FOLDED TO FIT INTO AN 8 ½" x 14" ENVELOPE WITH THE APPLICATION NAME OF THE PLAN SHOWING:
 - All of the subject parcels which would be affected by the proposed map amendment.
 - Present comprehensive plan land use plan map designation of all adjoining property within 300 feet.
 - Any other information pertinent to this request.
- Environmental checklist application must be completed
 - All required copies and supporting materials submitted.
 - Environmental checklist processing fee. (see fee schedule)
 - All of the required signatures are obtained.
- One (1) copy of the maps at a reduced size of 8 ½ X 11-inch sheet

