**APPLICATION**

|  |  |
| --- | --- |
| ***For Office Use Only*** | **Application No.:** |
| **Date Received:** |
| **Application Fee:** [ ]  **$1,400** |
| Type(s) of Amendment *(Check all that apply)* | [ ]  Comprehensive Plan Text Change [ ]  Regulatory Code Text Change [ ]  Land Use Designation Change [ ]  Area-wide Rezone [ ]  Interim Zoning or Moratorium  |
| Summary of Proposed Amendment *(Limit to 120 words)* |  |
| Applicant | Name |  |
| Affiliation / Title |  |
| AddressCity, State, Zip Code |  |
| E-mail |  |
| Phone  |  |
| Co-Applicant, or Additional Contact *(If applicable)* | Name |  |
| Affiliation / Title |  |
| AddressCity, State, Zip Code |  |
| E-mail |  |
| Phone  |  |
| Relationship to Applicant |  |
| I hereby state that I am the applicant listed above and the foregoing statements and answers made, and all the information and evidence submitted are, in all respects and to the best of my knowledge and belief, true and complete. I understand that submitting this application does not result in automatic acceptance of this application or guarantee its final approval.**Signature**: **Date**:  |

**Required Questionnaire**

The applicant is responsible for providing complete and accurate information in response to the following questions. You may type in the space under each question or provide your answers in text and/or graphic form on separate sheets of paper and reference the question numbers in your answer. List and label all applicable attachments that are included with the application. The Planning Commission and Department staff reserve the right to request additional information as needed. Any modification to the application must be submitted prior to the deadline. A pre-application meeting with staff before submitting an application is strongly advised.

1. **Project Summary –** Please provide the following information:
	1. A description of the proposed amendment, including the amendatory language, if applicable;
	2. A description, along with maps if applicable, of the area of applicability and the surrounding areas, including identification of affected parcels, ownership, current land uses, site characteristics, and natural features; and
	3. The current and proposed Comprehensive Plan land use designation and zoning classification for the affected area.
2. **Background –** Please provide appropriate history and context for the proposed amendment, such as prior permits or rezones, concomitant zoning agreements, enforcement actions, or changes in use.
3. **Policy Review –** Please identify and cite any applicable policies of the Comprehensive Plan and/or Land Use Regulatory Code that provide support for the proposed amendment.
4. **Objectives –** Please describe how the proposed amendment achieves the following objectives, where applicable:
	1. Address inconsistencies or errors in the Comprehensive Plan or development regulations;
	2. Respond to changing circumstances, such as growth and development patterns, needs and desires of the community, and the City’s capacity to provide adequate services;
	3. Maintain or enhance compatibility with existing or planned land uses and the surrounding development pattern; and
	4. Enhance the quality of the neighborhood.
5. **Community Outreach –** Please provide a description of any community outreach that you have conducted, and the response received, with respect to the proposed amendment.
6. **Supplemental Information –** Please provide supplemental information as you deem appropriate and necessary and/or as may be requested by the Department, which may include, but is not limited to, completion of an environmental checklist, wetland delineation study, visual analysis, or other studies.