Application Checklist

**comprehensive Plan amendment**

**A. Your submittal must include the following:**

1. A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. One (1) PDF copy of the Comprehensive Plan amendment sketch
3. Other information deemed necessary by the Director of Development Services for the review of the proposed project.

**B. Your Comprehensive Plan Amendment Sketch shall include at least the following:**

1. Legal description including total area of the property.
2. Date, compass point, legend of symbols and scale (written and graphic).
3. Vicinity map that accurately represents the area including recent developments.
4. Address(es), if assigned.
5. Name, address and contact information of owner(s) of subject property.
6. Name, address and contact information of applicant.

1. Notation of existing Comprehensive Plan land use designation and requested proposed land use designation.
2. Existing and proposed land use densities.
3. Identification of areas dedicated for public use (i.e. schools, parks, playgrounds, streets, trails).
4. Other information deemed necessary by the Director of Development Services for the review of the proposed project.