COMPREHENSIVE PLAN AMENDMENT SUBMITTAL REQUIREMENTS
Section 18-57

Applications must contain the following information in the format described. Applications will not be accepted if required items are missing or incomplete.

1. **Application Form** – must be signed by the property owner or be accompanied by an authorization letter
2. **Application Fee** – refer to the application form
3. **Letter of Intent** – narrative describing the request in detail, including responses to all review criteria in Section 18-57(d):
   a. There has been a change in the area or in the conditions on which the current designation was based which warrants the amendment.
   b. The proposed Comprehensive Plan Amendment is sensitive to the existing land use, is compatible with the existing adjacent land use designations and will provide for orderly physical growth of the city, and foster safe, convenient and walkable neighborhoods and shopping districts.
   c. There are or are planned to be adequate transportation, recreation, utility and other facilities to accommodate the uses and densities permitted by the proposed Comprehensive Plan designation and the proposed change is in substantial conformance with the goals and policies of the Comprehensive Plan and other adopted plans and policies.
   d. The proposed amendment corrects an error in the current Comprehensive Plan adoption.
   e. Events, trends, or facts evident after adoption of the Comprehensive Plan have changed the city council's original findings made upon plan adoption or have changed the character or condition of the community so as to make the proposed amendment necessary.
   f. Other changes to the Comprehensive Plan are deemed necessary by the city.
4. **Comprehensive Plan Policy Alignment Spreadsheet**
5. **Future Land Use Map, if applicable** (similar to Zone Map) – drawn to scale, 18" x 24". Include:
   - Vicinity map (scale: 1” = 600’)
   - Subdivision name
   - North arrow
   - Bar scale
   - Legal Description of the future land use designation boundary.

- Proposed designation of subject property
- The boundaries included on this map should extend 300 feet beyond the subject property's boundaries, and should include:
- Existing Future Land Use Map designation
- Adjacent streets
- Adjacent existing buildings

6. Additional reports/plans as deemed necessary

This is a general list of requirements. Some projects may require more or less information.