Comprehensive Plan Amendment Application
Submittal Requirements

1. **Completed Application**

2. **Detailed Letter of Explanation**. Include the following:
   a. What existing uses and structures are on the property?
   b. What use, building or structure is intended for the property?
   c. Adjacent Property Uses and Zones
   d. Justification for the change to the Land Use Map or Text
   e. What Comprehensive Plan land use designation, goals or policies support your request

3. **Statement of Legal Interest** (download form). Form must be completed by the legal owner of record.

4. **Site Photos**, colored and labeled, of the site and surrounding area showing context.

5. **Detailed Site Plan** (see example) which includes:
   a. Drawing scale.
   b. All existing and proposed structures labeled with their size and existing and/or proposed uses.
   c. North arrow.
   d. Name of applicant, plan preparer, project name and project address on title block.
   e. Size of parcel (acres or square feet), property lines, and all required setbacks with dimensions.
   f. Locations and widths of right-of-way, easements, canals, ditches, drainage facilities, or significant grade changes, and note any proposed changes or improvements.
   g. Usable open space areas with dimensions and total size.
   h. Sidewalks adjacent to the site. Indicate whether sidewalks are existing or proposed and attached or detached.
   i. Show all pedestrian walkways internal to the site which connects buildings to each other, mail locations, solid waste enclosures, amenities, parking areas, and adjacent rights-of-way and demonstrate that they meet ADA accessibility requirements.
   j. Parking and loading areas with stalls and drive aisles shown and any garage door widths dimensioned. Include required accessible parking spaces.
   k. Solid waste storage and collection plan with proposed screening method.
1. Fire Department access roadway clearly delineated.

m. Existing/proposed utility service.

n. Any cross access or connections to adjacent properties.

o. Location of any signs.

7. **Mobility Plan** which includes:

   a. A site drawing that highlights the pedestrian and bicycle network and circulation, bicycle parking, bus routes adjacent to the site and description of the nearest bus stop(s), nearby pathways, etc.

   b. Pathways, both on-site and off-site including connections to pathways.

   c. Bicycle Parking. Note long-term and short-term, number of spaces, bike rack designs, and access to bike parking.

   d. Narrative on Transportation Demand Management plan, if applicable.

   e. Dimensions (widths) for all mobility network infrastructure should be included.