



## GENERAL PLAN AMENDMENT APPLICATION CHECKLIST

This type of application is considered legislative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff will make a recommendation to the Provo City Planning Commission for consideration. The Planning Commission, after hearing the request, will make a recommendation to the Municipal Council to either approve or deny the request. The Municipal Council has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

### **Fees: \$560 + \$60 Noticing Fee**

Please apply for the application and provide the following in an electronic PDF format online at [provo.org/portal](http://provo.org/portal):

#### **Written Proposal**

- Description of the proposed amendment request.
- Written statement specifying the potential use of property within the area of the proposed amendment.
- Written statement explaining why the existing General Plan Designation for the area is no longer appropriate or feasible.
- Analysis of the potential impacts of the proposed amendment on existing infrastructure and public services (traffic, streets, intersections, water, sewer, storm drains, electrical power, fire and police protection, garbage collections, etc.)

#### **Text Amendments**

- Written statement showing the desired language change.
- Map showing affected areas if the text change will affect specific geographic areas.

#### **Map Amendments**

- A complete and accurate legal description of the area to be changed.
- Map showing the area of the proposed amendment.
- Current copies of the Utah County Assessor's parcel Map showing the area of the proposed amendment. The Utah County Recorder's Office is located at 100 E Center Street, Provo.
- Mapped inventory of existing land uses within the area of the proposed amendment and extending ½ mile beyond such area.
- Correct property addresses of parcels included within the area of the proposed amendment
- Signatures of the majority of the property owners within the area proposed for a General Plan Map or Policy amendments.