



## LOCAL STREET 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: \$150 + \$60 Noticing Fee**

Staff will review the application and check the boxes if the information has been submitted. As part of the application, please provide the following:

#### **1. Drawings**

- Electronic plans in PDF format submitted online at [provo.org/portal](http://provo.org/portal) that show:
  - An accurate drawing, drawn to scale, of the street area to be modified.
  - A complete and accurate legal description of the area to be changed.

#### **2. Supplementary Information**

**Not all of this information is required for every application, but may be required later in the review process.**

- A written statement of the purpose for the street plan amendment request.
- 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.
- Name and addresses of property owners whose property would be affected by the amendment.

**Please note:** For questions regarding the Master Street Plan, please contact the Provo City Engineering Department at 801 852 6740.