



ORDINANCE TEXT AMENDMENT CHECKLIST

Title 14 and 15

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: \$1100 + \$60 Noticing Fee

Please apply for the application and provide the following in an electronic PDF format online at provo.org/portal, according to Provo City Code 14.02.020:

Chapter 14.02.020 states:

For the purpose of establishing and maintaining sound, stable, and desirable development within the City, it is declared to be the public policy that amendments shall not be made to the Planning and Zoning Title and Map except to promote more fully the objectives and purposes of this Title and the Provo City General Plan or to correct manifest errors. Any person seeking an amendment to the Planning and Zoning Title or Map shall submit to the Planning Commission a written petition containing the following information:

- Designation of the Title amendment desired, for example: Section 14.34.080.
- The reason and justification for the amendment, and a statement explaining how the amendment will promote the objectives and purposes of the Provo City Code and General Plan.
- Draft of the proposed ordinance amendment indicating how the text should be modified.

Example of an existing ordinance:

14.10.110 Distance Between Buildings. The distance between any accessory buildings and a dwelling shall not be less than six (6) feet.

Example of proposed ordinance:

14.10.110 Distance Between Buildings. The distance between any accessory buildings and a dwelling shall not be less than ~~six (6)~~ **ten (10)** feet.