



## ZONING MAP AMENDMENT 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. Attached to this checklist is Chapter 15.03.300 of the Provo City Code.

**Fees: \$1050 + \$60 Noticing Fee**

### Submittal Requirements

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

#### Written Petition

- Designation of the specific zone change desired.
- The reason and justification for such zone change.
- Statement setting forth the manner in which a proposed amendment or zone would further promote the objectives and purposes of the Provo City General Plan.
- A complete and accurate legal description of the area proposed to be rezoned.
- The signature of the property owner or authorized agent or, in the case of a multiple property rezoning request, the signature of a majority of the persons who own property within the area proposed for the Zoning Map amendment.

#### Drawings

- An accurate plan, drawn to scale, showing all areas to be included within the proposed rezoning, designating the present zoning of the property subject of the petition, and properties immediately adjacent thereto.
- A concept plan that meets the requirements of Section 15.03.300, Provo City Code, and/or a preliminary subdivision plan that meets the requirements of Section 15.04.130, Provo City Code, whichever is applicable. **Please note: this requirement includes a second application.**

### Supplementary Information

Based on size, scope, or complexity of the development proposal, staff may require any other information necessary to determine if a proposed project complies with applicable requirements set forth in the Provo City Code. See Provo City Code 14.02.020 for more information.

If you have questions about this checklist or the Zone Map Amendment approval process, please contact the Community Development Department at 801 852 6400.