



# COMPREHENSIVE PLAN AMENDMENT PERMIT APPLICATION

Applicant Name (please print):		
Email:	Phone:	Alternate Phone:
Applicant Address:	City:	State:      Zip:
Owners Name (if different than applicant):		
Email:	Phone:	Alternate Phone:
Address:	City:	State:      Zip:

Current Comprehensive Land Use designation:	Proposed Comprehensive Land Use designation:
Existing Use of Property:	
Proposed Use of Property:	
Location of Project (address):	Legal Description: Lot: _____ Block: _____ Tract: _____ if the legal description is other than a lot/block description, attach a copy of the deed by which the owner took title showing the true and correct legal description for the parcel. The legal description on a property tax statement <b>does not</b> meet this requirement PID#: _____
Description of and reason/purpose for request (attach additional information and requirements if necessary):	

Depending on the proposed use of the property, the following are required:

- Residential uses: Preliminary Plat – along with all the required items for those applications
- Commercial, Industrial, Ag, Public – Site plan review and/or plat – along with all the required items for those applications

The City will likely incur out-of-pocket, legal, engineering, building inspection and other costs in connection with the review of their application including possible field inspections (“City Costs”) to certify that the construction work is consistent with the terms of the approved application. All CityCosts shall be paid by the applicant/owner. I fully understand that all of the above required information must be submitted at least 28 days prior to a Planning Commission meeting to ensure review by the Planning Commission on that date.

Applicant Signature	Date
Owner’s Signature	Date

### OFFICE USE ONLY

Permit #: _____	<b>FEE</b> <b>Total Fee:</b> _____ <b>Escrow Fee:</b> _____ <b>Receipt #:</b> _____ <b>Date Received:</b> _____	<b>APPROVALS</b> <b>Completed Application Date:</b> _____ <b>Public Hearing Date</b> _____ <b>Date Approved:</b> _____
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**COMPREHENSIVE PLAN  
AMENDMENT PERMIT  
APPLICATION CONTINUED**

**AFFIRMATION OF SUFFICIENT INTEREST**

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

Name of Applicant:		
Address of Applicant:		
City:	State:	Zip:
Street Address of Subject Property:		
Legal Description of Subject Property:		
Signature:		Date:

If you are not the fee owner, attach another copy of this form which has been completed by the fee owner or a copy of your authorization to pursue this action.

If a corporation is fee title holder, attach a copy of the resolution of the Board of Directors authorizing this action.

If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership.

*This affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title option, certificate of title, or title insurance policy showing your interest in the property prior to final action by the City Council.*

# COMPREHENSIVE PLAN AMENDMENT PERMIT APPLICATION CONTINUED

## ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

I have read and understand the instructions supplied for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I will keep myself informed of the deadlines for submission of material and of the progress of this application.

I understand that this application may be reviewed by City staff and consultants. I further understand that additional information, including, but not limited to, traffic analysis and expert testimony may be required for review of this application. I agree to pay to the City upon demand, expenses, determined by the City, that the City incurs in reviewing this application and shall provide an escrow deposit to the City in an amount to be determined by the City. Said expenses shall include, but are not limited to, staff time, engineering, legal expenses and other consultant expenses.

I agree to allow access by City personnel to the property for purposed of review of my application and to erect a temporary sign indicating the application proposed.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

Name of applicant \_\_\_\_\_ Phone \_\_\_\_\_  
(Please Print)

Name and address of Contact (if other than applicant) \_\_\_\_\_

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\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date