



ZONING ORDINANCE TEXT AMENDMENT CHECKLIST

The following items shall be required as part of the application submittal. Additional information may be required, as indicated in your roundtable (pre-app) meeting or upon official review of the plans. Please check the box for each item listed below to confirm submission of the item listed.

SECTION I			
SUBMITTAL DOCUMENTS & RELATED PLANS		Applicant	Staff
Master Land Use Application	Copy of completed, signed and dated application		
Application Checklist	Copy of completed, signed and dated checklist		
Detailed Letter of Explanation and Justification	Detailed Letter of Explanation and justification for the proposed request. Include the following: <ul style="list-style-type: none"> a. Explanation of why the proposed amendment is being requested b. A list of all code sections you are proposing to amend c. Justify how the request is in the public interest, would be of general benefit and contribute to the common welfare, and not simply a furtherance of private individual or group interests 		
Proposed Amendment Document	Provide a pdf of the proposed amendments. Show the existing language within the code, and show any deleted text with strikethroughs, and any proposed added text with underlines.		

ACKNOWLEDGEMENT

I acknowledge that all items on the checklist are included in the submittal package and that all documents have been submitted as single-sided, high-resolution copies. I also acknowledge that the applicant or the applicant’s representative **IS REQUIRED to attend all public hearings** for this application, and that additional information may be required as necessary to assist in the understanding and review of the project application.

I certify this document has been acknowledged, signed and dated by the:

Property Owner as the Applicant

Property Owner’s Agent / Representative

 Applicant / Applicant’s Representative Printed Name

 Date

 Applicant / Applicant’s Representative Signature