



# Type IV Review

Zone Map Amendment | Comprehensive Plan Map Amendment

Fee: \$720.00 + \$2500.00 deposit | File No. \_\_\_\_\_

Fee: \$1080.00 + \$3750.00 deposit (if both applications are necessary)

Applicability: A **zone change** application is used to request a change from one zoning designation to another for a property or group of properties.

A **comprehensive map amendment** application is used to request a change from one comprehensive plan designation to another. In general, comprehensive plan designations mirror zoning designations and often need to be updated at the same time to remain consistent.

<b>Applicant:</b>	
<b>Address:</b>	
<b>Email Address:</b>	
<b>Phone(s):</b>	
<b>Owner (if different from above):</b>	
<b>Owner Address:</b>	
<b>Engineer/Surveyor:</b>	
<b>Phone:</b>	
<b>Engineer/Surveyor Address:</b>	
<b>Project Name:</b>	
<b>Project Location:</b>	
<b>Map/Tax Lot No.:</b>	
<b>Current Zone:</b>	<b>Proposed Zone:</b>
<b>Comp Plan Designation:</b>	<b>Proposed Comp Plan Designation:</b>
<b>Project Description:</b>	



1. Applicant submits application form and all required materials for review.
2. City staff will do a completeness check and let you know whether more information is needed (within 30 days of application).
3. City staff will send the required 35-day notice to the Department of Land Conservation and Development (DLCD).
4. City staff will prepare and mail notice to all property owners within 100 feet of the project site, and will send the application materials for review and comments to internal and external departments and agencies. This is a two-week long comment period.
5. Once all comments are received, city staff will prepare a staff report on the application.
6. Planning Commission will hold a hearing and make a recommendation on the application to the City Council.
7. City Council will hold a hearing and make a decision on the application.