



COMPREHENSIVE PLAN TEXT AND/OR MAP AMENDMENT PETITION CHECKLIST

A Comprehensive Plan Text or Map Amendment Petition requires a **public** hearing.

GENERAL INFORMATION:

Applicant:	DESCRIPTION	Staff:
	MASTER APPLICATION FORM	
	DETAILED LETTER by the applicant fully describing the request or project and addressing the following:	
	Identify the proposed change(s) to the text and/or map of the Comprehensive Plan	
	Reason for requested change(s)	
	METES & BOUNDS LEGAL DESCRIPTION. One (1) paper copy & One (1) Microsoft Word electronic word document	
	PRE-APPLICATION CONFERENCE NOTES	
	NEIGHBORHOOD MEETING CERTIFICATION - <i>(if applicable)</i>	
	MUST COMPLY WITH SIGN POSTING REGULATIONS (ACC 8-7A-5) - <i>(if applicable)</i>	

	<p>APPLICATION FEES: Comprehensive Plan Map Amendment: <u>\$1500 + \$40/acre</u> Comprehensive Plan Text Amendment: <u>\$800</u> <i>NOTE: Building, Engineering, and Surveying applications and fees may be required and are separate from Planning & Zoning Applications and Fees.</i></p>	
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Application will not be accepted unless all applicable items on the form are submitted. This application shall not be considered complete until staff has received all required information.