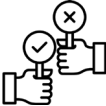




LAND USE ORDINANCE AMENDMENT APPLICATION PACKET

Thank you for your interest in submitting a land use ordinance (i.e., zoning/subdivision) amendment application. The following packet will provide general information regarding the process for seeking an amendment to the City's adopted land use ordinances.

For questions regarding any of the information listed in this packet please contact us at danderson@richfieldcity.com or give us a call at (435) 896-6439. **Note:** We highly encourage applicants to work with City Staff prior to submitting a formal application to amend the City's adopted land use ordinances.

PURPOSE AND INTENT OF PROCESS		References: 16.05 / 17.05	
A proposed amendment to any land use ordinance may be initiated by any property owner, any resident, any business owner, the City Council, Planning Commission, Land Use Hearing Officer (LUHO), or Zoning Administrator, by filing an application with the Zoning Administrator. Note: This amendment process is not intended to relieve particular hardships, nor to confer special privileges or rights upon any person, but only to make adjustments necessary in light of changed conditions or changes in public policy.			
REQUIREMENTS			
(1) 8 ½ X 11 Paper Copy shall be submitted which includes:			
☐	A narrative that includes necessary information <u>such as</u>: • Identification of the relevant Title/Chapter/Section of the City's adopted land use ordinances for which an amendment is sought. • Proposed language for the relevant Title/Chapter/Section. Note: Text which is proposed to be added should be underlined and text that is proposed to be deleted should be shown by a strikethrough line.		
REVIEW PROCESS		References: 16.05.010 / 17.05.080	
 APPLICATION RECEIVED Application is submitted and pre-screened to ensure submittal requirements are met and fees are paid.	 DETERMINATION OF COMPLETENESS Application reviewed/deemed complete by Zoning Administrator. Note: If incomplete, a list of missing information to submit will be provided.	 REVIEW BY RECOMMENDING BODY Public notice is given. The Planning Commission holds a public hearing to review/recommend to the City Council approval, approval with modification, or denial.	 REVIEW/DECISION BY LAND USE AUTHORITY Public notice is given. The City Council holds a public hearing to review the Planning Commission's recommendation before making a final decision.

IMPORTANT NOTES	References: 17.05.090 / 17.05.100
1. In considering a land use ordinance amendment the Planning Commission and City Council shall consider things such as the following: • The effect of the proposed land use ordinance amendment on the public health, welfare, and safety of City residents. • The effect of the proposed land use ordinance on the interests of the City and its residents. • The consistency of the proposed amendments with the City’s General Plan, including all associated maps. • The location of the proposed land use ordinance amendment and the uses and activities allowed by the proposed amendment. • The effect of the proposed land use ordinance amendment to implement the goals, objectives, and policies of the City’s General Plan, and listing any revisions necessary to all land use ordinances, and any other ordinances required to fully implement the proposed amendment. 2. The approval of a land use ordinance amendment application shall not authorize the development of any land(s). No development shall occur until the required approvals, permits, and licenses have been issued by the Land Use Authority, as applicable, consistent with all applicable land use ordinances.	
APPEAL OF DECISIONS	
Any person(s) aggrieved by a decision of the City Council regarding a land use ordinance amendment may appeal the City Council’s decision to District Court.	
CONSULTATION	
If you have questions regarding the City’s application process or its regulations, please contact the Zoning Administrator at danderson@richfieldcity.com or give us a call at (435) 896-6439 .	



LAND USE ORDINANCE AMENDMENT APPLICATION

IMPORTANT INFORMATION		
 CONSULTATION Available prior to submission. For questions, e-mail us at: danderson@richfieldcity.com	 SUBMISSION Submit complete application to Zoning Administrator at: 75 E Center Street, Richfield, UT 84701	 REQUIRED FEES \$100.00
APPLICANT INFORMATION		
Project Name (Optional):		
Address Of Subject Property:		
Name Of Applicant(s):	Phone:	
	()	
Mailing Address:	E-Mail Address:	
Applicant's Interest In Subject Property: (Note: * Requires Owner's Consent)	If Other, Please Describe:	
☐ Owner ☐ Engineer* ☐ Contractor* ☐ Other*		
Type Of Request:	Title/Chapter/Section References:	
☐ Subdivision Ordinance Amendment (Title 16) ☐ Zoning Ordinance Amendment (Title 17) ☐ Other: _____		
OFFICE USE		
Received By:	Date Received:	
Planning Commission Recommendation:	City Council Decision:	
☐ Approval ☐ Approval w/ Modifications ☐ Denial Meeting Date: _____ Notes: _____	☐ Approval ☐ Approval w/ Modifications ☐ Denial Meeting Date: _____ Notes: _____	
DISCLAIMER: PLEASE NOTE THAT ADDITIONAL INFORMATION MAY BE REQUIRED BY CITY STAFF TO ENSURE ADEQUATE INFORMATION FOR STAFF ANALYSIS. ALL INFORMATION REQUIRED FOR STAFF ANALYSIS WILL BE COPIED AND MADE PUBLIC, INCLUDING PROFESSIONAL ARCHITECTURAL OR ENGINEERED DRAWINGS FOR THE PURPOSE OF PUBLIC REVIEW BY ANY INTERESTED PARTIES.		

ACKNOWLEDGEMENT OF APPLICANT'S RESPONSIBILITY

1. This is to certify that I am making an 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 will be processed under the name provided below.
2. By signing this application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided to the City are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the Zoning Administrator. I acknowledge that a complete application includes all of the required submittal requirements and that the provided documents must comply with all applicable requirements for the specific action being requested.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the City's Offices and will be e-mailed to me once it has been finalized.

Name Of Applicant:**E-Mail Address:****Signature:****Date:****LEGAL PROPERTY OWNER'S CONSENT**

Note: If the applicant is not the legal owner of the subject property, written consent from the property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

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 Legal Property Owner:**Legal Description/Parcel Number:****Mailing Address:****E-Mail Address:****Signature:****Date:**

1. If a corporation is fee titleholder, attach a copy of the resolution of the Board of Directors authorizing the action.
2. If a joint venture or partnership is the fee titleholder, attach a copy of the agreement authorizing action on behalf of the joint venture or partnership.
3. If a Home Owner's Association is the applicant, then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

DISCLAIMER: BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH STATE CODE CHAPTER 76-8, PART 5 (AS AMENDED). THE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.