GENERAL PLAN AMENDMENT APPLICATION PACKET

Thank you for your interest in submitting a general plan amendment application. The following packet will provide general information regarding the process for seeking an amendment to the City's adopted General Plan including its future land use map.

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 general plan.*

PURPOSE AND INTENT OF PROCESS	**References: 17.05**

All general or master plans recommended by the City's Planning Commission and adopted by the City Council serve as an advisory guide for the City's various land use authorities for land use decisions. Amendments to the City's land use ordinances including revisions to the City's zoning map are required to be consistent with the purposes, goals, objectives, and policies of applicable adopted master and general plans of the City.

A proposed amendment to the City's adopted General Plan 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.

REQUIREMENTS	**References: 17.05**

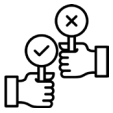
(1) 8 ½ X 11 Paper Copy shall be submitted which includes:

☐ **For A Text Amendment:** A narrative that includes necessary information such as:

- Identification of the relevant Title/Chapter/Section of the City's adopted General Plan 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.*
- A written description regarding the proposed community benefit(s) associated with the amendment.

For An Amendment To The Future Land Use Map:

- Identification of the relevant parcels or lots, including their current designation on the City's future land use map.
- Identification of the requested designation sought on the City's future land use map for the relevant parcel(s) or lot(s).
- A narrative regarding the proposed benefit(s) to the community associated with the amendment. The narrative may also describe any future development that is planned for the parcel(s) or lot(s) including anticipated uses, density, scale of development, timing of development, anticipated impacts to existing land uses and occupants, and any additional land use petitions that may be anticipated to develop the site.
  - ***Note:*** *Relevant visual renderings and site plans may be provided by the applicant.*

REVIEW PROCESS		References: 17.05.040	
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: 17.05.050 / 17.05.060**

1. In considering a general plan amendment application, the Planning Commission and City Council shall consider the following:
    - The effect of the proposed general plan amendment on the public health, welfare, and safety of the City's residents.
    - The effect of the proposed general plan amendment on the interests of the City and its residents.
    - The location of the proposed general plan amendment as suitable for the uses and activities allowed by the proposed amendment, and the City, and all other service providers, as applicable.
    - All infrastructure and/or services required by the proposed use and activities can be provided in a cost effective and efficient manner.
    - The compatibility of the proposed uses with nearby and adjoining properties.
    - The effect of the proposed general plan amendment on the existing goals, objectives, and policies of the general plan, and listing any revisions to the City's land use ordinances, including the zoning and subdivision ordinances, and any other ordinances required to implement the general plan amendment.
    - The community benefit derived from the proposed general plan amendment.
2. The approval of a general plan amendment application shall not authorize the development of any land(s). After a general plan amendment application has been approved by the City Council, 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, and other applicable ordinances and requirements as adopted.

APPEAL OF DECISIONS

Any person(s) aggrieved by a decision of the City Council regarding a general plan 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**.

GENERAL PLAN 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:**
☐Text Amendment ☐Future Land Use Map Amendment ☐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 COPED 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.