5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

DEVELOPMENT CODE AMENDMENT APPLICATION

STAFF USE ONLY
Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: $1,000.00
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Planning Commission Meeting Date: _____ City Council Meeting Date: _____
Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____

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DEVELOPMENT CODE TEXT AMENDMENT CHECKLIST

The following items are required for proceessing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Applicant's and owner's original signatures on Planning Application.
		Review Fee: $1,000.00.
		Narrative summarizing the proposed Text Amendment and the purpose of the request (7 copies).
		Proposed Text Amendment in legislative (strikethrough/underline) format (7 copies).
		Any applicable plans/amendments on disc as PDF labeled and dated (1 copy).

The applicant should be aware that there may be requests to provide additional materials for staff review, Planning Commission and/or City Council meetings.

Signature: _____ Printed Name: _____

Date: _____ Phone Number: _____

This application requires a Public Hearing by the Planning Commission, as well as the City Council.

If you have any questions regarding items on this checklist or the process, please contact the Community Development Department at 801-772-4515.