



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

GENERAL PLAN 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: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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GENERAL PLAN AMENDMENT CHECKLIST

The following items are required for processing. 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.
		Legible vicinity map indicating the exact location of the property on a separate 8 1/2"x11" sheet (1 copy).
		Legal description of property on a separate 8 1/2"x11" sheet (2 copies).
		Current Title Report (1 copy).
		Project Narrative (7 copies).
		Property ownership map and list within 500 feet and affidavit of notification (see page 5).
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		Existing General Plan Map with parcels highlighted 11"x17" (7 copies).
		Current and proposed wording for General Plan Amendment (7 copies).
		All plans on disc as PDF labeled and dated (1 copy).
		Neighborhood Notification Meeting Packet.

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.



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GENERAL PLAN AMENDMENT PROJECT NARRATIVE

The following findings and analysis shall be included with the application. An application will not be accepted without a project narrative.

It shall be the responsibility of the applicant to prove that the proposed changes meet all approval criteria. The following findings must be met:

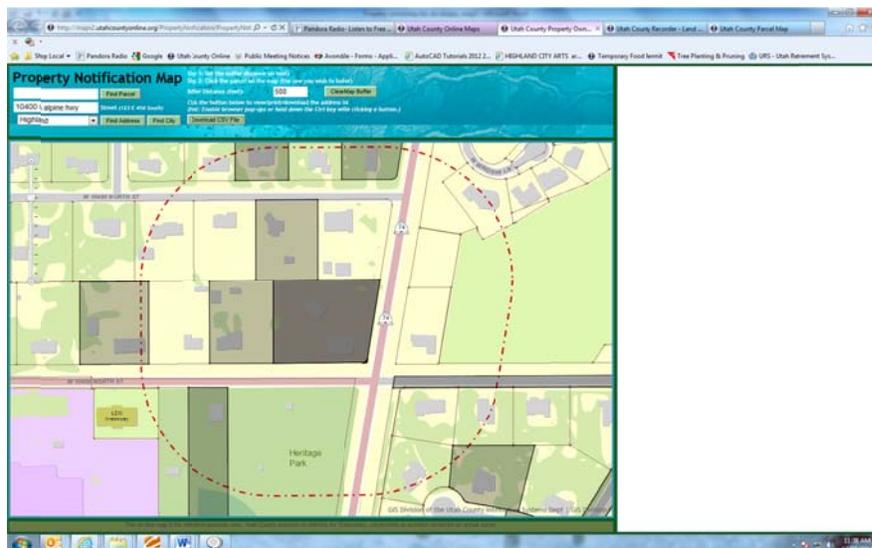
1. The development pattern contained on the land use plan inadequately provides the appropriate optional sites for the use and/or change proposed in the amendment.
2. The amendment constitutes an overall improvement to the General Plan and is not solely for the good or benefit of a particular landowner or owners.
3. The amendment will not adversely impact the community as a whole and/or a portion of the community by:
 - a. Significantly altering the acceptable land use patterns.
 - b. Requiring larger and more expensive public infrastructure improvements including, but not limited to transportation, water; including current and future water supplies, wastewater, and public safety facilities than would otherwise be needed without the proposed change.
 - c. Adversely impact the existing land uses.
 - d. Impact on hazardous and sensitive lands.
4. That the amendment is consistent with the overall intent of the General Plan and other adopted codes and ordinances.



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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





AFFIDAVIT OF NOTIFICATION

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature: _____

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public