

# FUTURE LAND USE PLAN AMENDMENT CHECKLIST

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PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

A Future Land Use Plan amendment application shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner
- A description of the request including reasons why the current Future Land Use Plan designation is no longer appropriate
- A current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see schedule of fees)
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits
- Letter of Intent describing in detail the request and justification proving for why the Comprehensive Plan and the Future Land Use Plan designation is not appropriate, based on page 65 of the Comprehensive Plan
- Exhibit showing the location of the proposed change, and identifying the existing and proposed designations

Preparer's Signature \_\_\_\_\_