

DATE STAMP FOR CITY USE ONLY	TO BE FILLED OUT BY APPLICANT
	PROJECT NAME (if any): _____
	PROJECT STREET ADDRESS OR ACCESS STREET: _____
	FOR CITY USE ONLY
	APPLICATION NUMBER: _____
	DATE RECEIVED: _____
	APPLICATION FEE: TEXT AMENDMENT - \$350.00 ZONE CHANGE - SMALL RESIDENTIAL (<1/2 ACRE) - \$350.00 LARGE RESIDENTIAL AND COMMERCIAL - \$500.00
	TREASURER'S RECEIPT NUMBER: _____

All applications are subject to review by city staff for completeness. Staff will notify the applicant of deficiencies or completeness within fifteen days.

A pre-application conference with city planning staff is encouraged prior to application submittal.

I. APPLICANT

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____ E-mail _____

II. TYPE OF APPLICATION

- Text Amendment
- Zone Change

III. SUMMARY DESCRIPTION OF AMENDMENT (Do not refer to attachments)

AFFIRMATION OF SUFFICIENT INTEREST

This is to certify that I am making an application to the City for the described action and that I am responsible for complying with all City requirements with regard to this request. This application should be processed in my name and I am the party whom the City should contact regarding any matter pertaining to this application.

The documents and information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until City Staff has reviewed the application and has notified me that it has been deemed complete.

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 a zone change.

Signature of Applicant: _____ Date _____
Name of Applicant (please print) _____
Mailing Address _____

TEXT AMENDMENT SUBMITTAL REQUIREMENTS:

Please provide the following information (attach additional sheets if necessary).

1. Narrative describing the project and its relationship to and compliance with the elements, goals and policies of the Moab General Plan – please include the following details:
 - State the Land Development Code Section to be amended.
 - Explain the justification for the proposed amendment.
 - Provide evidence of consistency and implementation of the proposed amendment with the Comprehensive Plan.
 - Are there similarities of the proposed use with other uses in the zone?
 - Should this be considered as a conditional use or a use-by-right? Why?
 - How does this amendment comply with the Land Use Code and the character and objectives of the affected zoning district?
 - Proposed new language with existing words to be deleted lined through, and words to be added underlined
2. Statement from the County Treasurer showing payment in full of all real property taxes due on the parcel.
3. Applicable Fees

Attachments:

1. Standard Application Form.
2. Copy of the proposed text change.
3. Copy of the proposed ordinance in strike-through and underline form.
4. Attach as many additional pages as needed.

ZONE CHANGE SUBMITTAL REQUIREMENTS:

Please provide the following information (attach additional sheets if necessary).

1. Narrative describing the project and its relationship to and compliance with the elements, goals and policies of the Moab General Plan – please include the following details:
 - Justification for zone change.
 - Will there be any impacts generated by the proposed use that will require mitigation?
 - Is the proposed rezoning in conformance with surrounding uses and in compliance with the Land Use Code and General Plan?
2. Statement from the County Treasurer showing payment in full of all real property taxes due on the parcel.
3. Stamped envelopes addressed to property owners within 300 feet of the property boundary lines and a master list of those names and addresses.
4. Site plan showing the parcel boundaries, existing zoning and proposed zoning.
5. Applicable Fees

Attachments:

1. Standard Application Form.
2. Attach as many additional pages as needed.

Also submit: **Map(s)** showing the area to be changed outlined in a heavy, black line. The map shall be a copy of the Zoning map or a recent survey of the property. Assessor's book or street maps are not acceptable. An 8-1/2" x 11" transparency of each map or diagram shall also be submitted.

A copy of a preliminary **title report** for the subject property dated within the last six months, if found necessary by City Staff.

******ZONE CHANGE APPLICANTS must post a weather resistant sign no smaller than 24"x36", noticing the public hearing in at least one location every five hundred (500) feet along the perimeter of the land area proposed for map amendment at least three (3) days prior to the hearing. Such notice shall include the present and proposed rezoning; the time, date and place of the public hearing; and contact information for the Zoning Administrator.***