

CODE TEXT AMENDMENT APPLICATION CHECKLIST

APPLICANT AND PROJECT INFORMATION

Applicant Name: _____

Applicant Phone / Email: _____

Organization (if any): _____

Project Name: _____

UDC Section(s) Proposed to Be Amended: _____

This checklist identifies the information and documents required for a complete application to amend the text of the Unified Development Code. A text amendment is reviewed by staff, receives a recommendation from the Planning and Zoning Commission, and is decided by the City Council following a public hearing.

APPLICATION TYPE

	Type	UDC	Notes
☐	Zoning Text Amendment	§ 3.1.8.A.4(ii)	Change to the text of Article 3, Zoning Regulations
☐	UDC Text Amendment	§ 1.1.18	Change to the text of the UDC outside Article 3

Council discretion. Amendments to the UDC are legislative. The City Council may, in its sole discretion, consider a proposed amendment to the UDC (UDC § 1.1.18.A; § 3.1.8.A.1). Submittal of an application does not obligate the City to consider or adopt the amendment.

Who may apply. A petition to amend Article 3 may be submitted by any person having a proprietary interest in property (UDC § 3.1.8.A.3(i)).

SUBMITTAL, FEES, AND DIGITAL STANDARDS

Digital submittal. The City uses MyGovernmentOnline (MGO). Combine documents under the headings shown in this checklist, flatten all PDFs, and name files for easy readability.

Fees. Upon acceptance, the application is converted to a project, a case number is assigned, and fees are assessed in MGO according to the adopted Fee Schedule, including any applicable publication, notification, and legal deposit fees. All fees must be paid in full (UDC § 1.4.2.C.1).

CODE TEXT AMENDMENT PROCESS

- 1. Pre-Application Meeting (UDC § 1.3).** Before filing, the applicant may consult with the Planning Director and other City staff concerning the proposed amendment.
- 2. Submittal and Completeness Review.** Staff reviews the submittal against this checklist. An incomplete application will not be processed until the missing items are provided. Upon acceptance, a case number is assigned and fees are assessed in MGO.
- 3. Staff Review and Report (UDC § 1.1.18.D).** Staff reviews the proposal and prepares a report and draft ordinance for each affected section of the UDC. The applicant may be asked to revise the proposal or provide additional information.
- 4. Planning and Zoning Commission Recommendation (UDC § 1.1.18.C; § 3.1.8.A.6).** The Commission makes a recommendation to the City Council. For a zoning text amendment, the Commission holds a public hearing before making its recommendation.
- 5. Public Notice (UDC § 1.4.3; § 3.1.8.A.7).** Notice of the City Council public hearing is published in a newspaper of general circulation in the City at least sixteen (16) days before the hearing. Notice of any Commission hearing is provided as required by UDC § 1.4.3.
- 6. City Council Public Hearing and Action (UDC § 1.1.18.C; § 3.1.8.A.7).** Following a public hearing, the City Council may adopt, modify, or deny the proposed amendment.
- 7. Effect of Denial (UDC § 3.1.8.A.9).** If the City Council denies a zoning text amendment submitted by a property owner or citizen, the same or a substantially similar amendment may not be filed for one (1) year following the denial.

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REQUIRED ITEMS FOR A COMPLETE APPLICATION

Required Item	UDC Citation
A. Application Information	
☐ Signed application form and signed copy of this checklist	§ 1.4.2.B
☐ For a zoning text amendment: identification of the applicant's proprietary interest in property	§ 3.1.8.A.3(i)
B. Summary Letter	
☐ Summary of the proposed change, identifying each affected UDC section	Checklist
☐ Specific reference to goals and objectives of the Comprehensive Plan, and the necessity of the amendment in carrying them out	§ 1.1.18.D.1
☐ Reference to relevant state enabling legislation	§ 1.1.18.D.2
☐ A proposed timetable for properties made nonconforming by the amendment to establish conformance	§ 1.1.18.D.3
☐ Analysis of any disproportionate adverse impact to properties or uses within the City	§ 1.1.18.D.4
☐ Any supporting research the applicant would like staff to evaluate	Checklist
C. Draft Amendment	
☐ Redline draft of each UDC section proposed to be amended, in both Word and PDF formats	Checklist
D. Fees and Digital Standards	
☐ Application fees paid in full per the adopted Fee Schedule, assessed in MGO upon acceptance	§ 1.4.2.C.1
☐ PDF flattening, file naming, and document grouping in accordance with the MGO submittal standards and the headings of this checklist	Checklist

Items marked "Checklist" are administrative submittal requirements adopted by the Planning Director under UDC § 1.4.2.B. The items in Section B support the staff report required by UDC § 1.1.18.D.

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CERTIFICATION OF APPLICATION CHECKLIST

I hereby attest that I prepared this application and checklist and that all information shown hereon is correct and complete to the best of my knowledge. I acknowledge that the City Council may, in its sole discretion, consider a proposed amendment to the Unified Development Code.

Signature

Name (printed)

Title

Date