



COMPREHENSIVE PLAN AMENDMENT TECH FORM

Project Name:

Purpose (2.9.6): Requirement for Comprehensive Plan Amendment. Where a development proposal would be in substantial conflict with the Comprehensive Plan, an amendment to the Comprehensive Plan will be required prior to any zoning or subdivision approvals. A substantial conflict will exist when a development proposal would result in changes from the designations of the Future Land Use Plan Map, Street System Map, or Planning Influences Map in the Comprehensive Plan.

The following checklist is intended to provide an outline for applicants to ensure that adequate information is submitted for staff to review the request to amend the comprehensive plan. If an item is not checked as included in the submittal, a detailed narrative statement outlining reasons why the item has not been submitted shall be included. Lack of such statement or required item shall constitute an incomplete submittal and shall be rejected by the Town.

APP.		TOWN
	Pre-Application Conference	
	Application Fee: Amount: \$250 Due within 72 hours of submittal by check or with the submittal online at https://www.colorado.gov/payment/townoftimnath	
	Signed Fee Agreement: New Agreement Amount: \$_____ (Check with Planning Dept.) or Use Existing Due within 72 hours of submittal by check or with the submittal online at https://www.colorado.gov/payment/townoftimnath	
	Poudre Fire Authority Development Review Fee of \$100 Due within 72 hours of submittal by check separate from the Application Fee or with the submittal online at https://www.colorado.gov/payment/townoftimnath	
	Current proof of ownership Title insurance issued with 30 days of application submission.	

	Surrounding and Interested Property Ownership Report Current list (at most 30 days old) of names and addresses of surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees for the property and appropriate ditch companies. Certification that report is complete and accurate.	
	Public Hearing Notification Envelopes (to be submitted to the Town within 7 days) 1 set of stamped, addressed No. 10 envelopes with the Town's address as the return address. Address envelopes to surrounding property owners within 500 ft. of the property, mineral interest owners of record, mineral and oil and gas lessees, and appropriate referral agencies.	
	Map of the subject property depicting the property lines and proposed changes to the Town's Land Use Plan Map with a side by side view with the adopted Land Use Map. -Drawings shall be legible and accurately drawn to an appropriate scale -Indication of drawing scale and symbol designating true north -Property address, legal description (lot, block, subdivision, section, township, range) or location depicted on a detailed vicinity map -Existing and proposed land use depiction boundaries shall be clearly shown. -Show existing town boundaries at least 2 miles around all sides -Existing and proposed Growth Management Area boundaries shall be clearly shown.	
	Digital Copy of Drawings PDF files of the Comprehensive Plan	