

**(Please read and retain this page for your information)**

**UTAH COUNTY COMMUNITY DEVELOPMENT**

**APPLICATION TO AMEND THE GENERAL PLAN  
(WITH OR WITHOUT AN ASSOCIATED ZONE MAP AMENDMENT)**

Procedure

1. The "Application to Amend the General Plan" must be obtained from the Community Development Department and completed.
2. The application must contain all requested information and be submitted to the Community Development Department for review by 5:00 p.m. on the Monday 28 days prior to the next regularly scheduled meeting. (Planning Commission meetings are held on the third Tuesday of each month.) **Acceptance of an application as an agenda item does not infer any recommendation for approval by the Planning Commission.**
3. A non-refundable administrative fee must be paid using the following schedule: \$400.00 for a general plan change only, \$600.00 for a combination general plan and official zone map change.
4. The Community Development Department will review the application and submit a report to the Planning Commission in writing and an oral presentation at the public hearing.
5. The Community Development Department will notify affected entities and accept comments on the proposed amendment(s).
6. The Planning Commission will consider the application at a public hearing and, at that meeting or at a later meeting, make its recommendation to the Board of County Commissioners.
7. The Board of County Commissioners, if it desires to hear the proposal, will place it on their agenda meeting to consider the Planning Commission's recommendation, and any other issues related to the proposed amendment(s).
8. At the same meeting or at a subsequent meeting, the Board of County Commissioners may approve, deny, or refer the application with any changes back to the Planning Commission for further recommendation.

**UTAH COUNTY COMMUNITY DEVELOPMENT**

**APPLICATION TO AMEND THE GENERAL PLAN  
(WITH OR WITHOUT AN ASSOCIATED ZONE MAP AMENDMENT)**

(All application fees are non-refundable)

Check applicable change:	Section _____ Township _____ Range _____
_____ General Plan Amendment and Zone Map Amendment	Application Taken By _____
_____ General Plan Amendment only	Date _____
	Fee Paid _____ Receipt # _____

In the preparation of any amendment, due and careful consideration should be given to the suitability of the amendment for encouraging the most appropriate development of land throughout the county. No amendment should be made unless it can be shown that changed or changing conditions make the proposed amendment reasonably necessary for the promotion of the health, safety, morals, convenience, or general welfare of the public.

As part of an application for a general plan amendment or in combination with a zone map amendment, the applicant needs to submit one or more maps or documents which:

- (a) describes the proposed change,
- (b) identifies present ownership of the proposed area to be changed,
- (c) identifies adjacent property ownership and addresses of owners.

Applicant's Name: _____	Date: _____
Mailing Address: _____	City _____ State _____ Zip _____
Phone: _____	Fax: _____
Property Owner's Name (if different from applicant): _____	

**Refund Information:** If this application fee, or any portion of the application fee is to be refunded, please indicate Name and Mailing Address where refund may be sent.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**(Attach additional sheets and all documents to application)**

1. If a General Plan amendment:

a. Describe the proposed change being requested: \_\_\_\_\_

\_\_\_\_\_

b. List the General Plan sections that will be affected: \_\_\_\_\_

\_\_\_\_\_ :

c. What is the current General Plan Land use designation and how is the land being used at the present time? \_\_\_\_\_

\_\_\_\_\_

d. What General Plan Land use designation is proposed and what future land use do you propose within the area being considered? \_\_\_\_\_

\_\_\_\_\_

2. If a Zone Map amendment is also required:

a. What is the present zoning designation of the area being considered? \_\_\_\_\_

\_\_\_\_\_

b. What is the new zoning designation proposed for the area being considered? \_\_\_\_\_

\_\_\_\_\_

3. What changed or changing conditions in the applicable area, or in the county generally, make your proposed amendment reasonably necessary to the promotion of the health, safety, morals, convenience, or general welfare of the public?

\_\_\_\_\_

\_\_\_\_\_

4. Explain how the proposed amendment to the general plan, general plan land use element, and zoning map conforms to the currently adopted general plan goals and policies of Utah County:

\_\_\_\_\_

\_\_\_\_\_

To the best of my knowledge the above information is accurate and complete.

\_\_\_\_\_

Signature of Applicant