

COMPREHENSIVE PLAN MAP AMENDMENT APPLICATION

REQUEST FOR PLAN MAP AMENDMENT

The City of Winston Comprehensive Plan is the adopted plan for long-range development within the city. The Comprehensive Plan Map describes the land use designations for every parcel within the Urban Growth Boundary (UGB). Comprehensive Plan Map Amendments change the way the City's Comprehensive Plan goals and policies are applied to a site, and are used to change the land use designation of property on the official city comprehensive plan map. An example is changing the designation of an area from low-density residential (4.5 DU/Acre) to high-density residential (16 DU/Acre).

The burden of proof in demonstrating the need for the plan change is on the applicant. Comprehensive Plan changes will be made as needed to maintain the City of Winston's Comprehensive Plan as an up-to-date guideline for community growth and development.

Note: Requests for zoning map amendments may be considered concurrently with a comprehensive plan map amendment. Zone changes within the City of Winston must comply with the Comprehensive Land Use Map.

Please submit the following:

- One (1) copy of this form
- One (1) copy of a written statement responding to the Map Amendment Criteria
- One (1) site plan, drawn to scale, showing the actual dimensions of the lot or parcel and any other information necessary to adequately describe the intended use of the property/structure. The site plan shall be at least 8 1/2" by 11" in size, and suitable for photocopying. Also, submit other materials essential to understanding and evaluating the proposal, including any reports, traffic impact studies, etc.
- A non-refundable filing fee must accompany this application.

THIS APPLICATION ACCOMPANIES: _____ A request for annexation _____ A zone change request

Name of Applicant: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant's interest in property (owner, buyer, lessee, etc.): _____

<i>For Office Use Only</i>	
Date Received: _____	Received By: _____
Date Complete: _____	Accepted as complete by: _____
Date Fee Received: _____	Fee Amount: _____

Title Holder of the subject property: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant's Agent or Representative: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Engineer/Surveyor: _____ Business Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Legal Description: (attach copy of metes & bounds description)

Current Site Address: _____

Nearest Cross Street or Road: _____

T _____ S, R _____ W, Section _____, Tax Lot(s) _____

Tax Account No(s). _____

Current Comprehensive Plan Designation: _____

Current Zoning Designation: _____

Proposed Plan Designation: _____

Proposed Zoning Designation: _____

Size of Parcel: _____

Total area affected by proposed change: _____ (acres or square feet)

Existing property uses adjacent to the site (North, South, East and West): _____

Describe the physical features of the property or any unusual characteristics (such as slope, hillside, creek or highway bisects it, etc.):

Is the property located in the 100 year flood plain? If so, describe which portions:

Are there any covenants or deed restrictions on this property? _____ If yes, please attach a copy.

PROPOSED COMPREHENSIVE PLAN AMENDMENT:

Applications for an amendment to an acknowledged Comprehensive Plan must demonstrate compliance with State Land Use Goals and, if also a change to the Plan map, demonstrate compliance with the text of the Winston Comprehensive Plan.

All applications must be presented to the Department of Land Conservation and Development for evaluation of Goal compliance. Amendments to the Comprehensive Plan text and/or map as it pertains to the Urban Growth Boundary and urbanization policies may be enacted only after agreement with both the City of Winston and Douglas County in accordance with plan amendment procedures (both parties must approve the amendment).

It is the applicant’s responsibility to demonstrate the following:

- That the proposed amendment for the site has been found to be consistent with the goals and policies of the Comprehensive Plan and is equally or more supportive of the Comprehensive Plan (as a whole) than the old land use designation.
- That the proposed amendment includes any changes necessary to maintain consistency with City, County and regional goals, objectives, functional plans and policies.
- Amendments to an established Urban Growth Boundary must demonstrate compliance with the 7 factors of Goal 14** or demonstrate reasons which justify why the State policy embodied in a particular goal should not apply in this case.

1. Reason for the requested change and the intended use of the property:

2. Explain and demonstrate in detail, by citing specific goals and policies, how your request complies with the applicable goals and policies of the Winston Comprehensive Plan:

3. Explain how there is a public need for a change of the kind in question:

4. Considering the pattern of development in the area and surrounding land uses, described how such public need will be best be served by changing the Plan designation of the particular piece of property in question as compared to other available property:

5. Describe any changes in the neighborhood or surrounding area which might support or warrant the request:

APPLICATION PROCESSING PROCEDURE

Upon receipt of an application for a Comprehensive Plan Amendment, the City will notify the Department of Land Conservation and Development of the proposed amendment (DLCD). The DLCD has a time period of 45 days before the first hearing before the City Planning Commission to conduct their review of the proposed amendment. Surrounding property owners within 150 feet, interested state and local agencies, and the Douglas County Planning Department will also be notified. The City Planning Commission will conduct a public hearing on the matter, and will forward their recommendation to the City Council. The City Council will hold a final hearing to take action on the proposal. All proposed revisions to the Comprehensive Plan will be coordinated with Douglas County and, if both parties approve the amendment (when the amendment effects both City and County Plan), the City and County shall then formally amend their Comprehensive Plans or Comprehensive Plan Maps by ordinance. Notice of adoption will be sent to the DLCD. The DLCD or any other party may appeal the City's decision within the appeal period allotted.

REQUIRED SIGNATURE(S):

I/We hereby certify that I/We am/are the applicant(s) named herein and that I have familiarized myself with the rules and regulations with respect to preparing and filing this application and that the statements contained herein and the information attached are in all respects true and accurate to the best of my/our knowledge. In signing this application, I/We hereby grant the City of Winston or its representative my/our permission to enter and evaluate the property for the purpose of processing this application.

Signature of All Property Owners:

Signature	Phone	Printed Name
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Signature	Phone	Printed Name
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Address

Email Address

