



CLEARFIELD CITY GENERAL PLAN AMENDMENT CHECKLIST
Community Development Department, 55 South State Street, (801) 525-2780

PROJECT NAME: _____ **DATE:** _____

APPLICANT: _____ **CURRENT ZONING:** _____

| | YES | NO |
|--|--------------------------|--------------------------|
| Does the proposed amendment require a change to the General Plan Map? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the proposed amendment require a change to the General Plan text? | <input type="checkbox"/> | <input type="checkbox"/> |

DESCRIPTION OF PROPOSED AMENDMENT: _____

REQUIRED INFORMATION:

This checklist is intended to assist the applicant in preparation and submittal of a complete application. Certain items may not be applicable and may be waived by the Planning and Zoning Administrator. If you have questions regarding any of the application materials or how to obtain them, please contact the Planning and Zoning Administrator at (801) 525-2784.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED AND WILL NOT BE PLACED ON A PLANNING COMMISSION AGENDA UNTIL COMPLETE

1. PUBLIC NOTICING REQUIREMENTS

- Provide a list from the Davis County Recorder’s Office with the parcel ID number, name, and mailing address of property owners for all properties within 300 feet of the subject property for the public notices.
- Stamped and addressed envelopes that match mailing list (Return mailing address will be provided by Clearfield City).

2. DEVELOPMENT REVIEW MEETING:

All applications for new development shall be reviewed by City staff in a Development Review Meeting prior to submittal of the project for Planning Commission review.

- Development Review Meeting Date: _____

3. APPLICATION MATERIALS:

- Completed Land Use Development Application Form
- Property Owner’s Affidavit/Agent Authorization Form
- Electronic version of a PDF of all plans.
- Legal Description for subject property or properties.
- Site exhibit.