



**City Plan Amendment Application**  
 Advance Planning Department

**For office use only**  
 Plan Amendment # \_\_\_\_\_  
 Planner \_\_\_\_\_  
 Effective Date \_\_\_\_\_

**Property Information**

Date Submitted \_\_\_\_\_  
 Plan Amendment Name \_\_\_\_\_  
 Project Location (street address) \_\_\_\_\_  
 Legal Description (lots, blocks, tracts or general) \_\_\_\_\_

**Applicant Information**

*List all property owners having a legal/equitable interest in the property. Attach a separate sheet if necessary.*

Owner's Name(s) \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Your Name \_\_\_\_\_ Check One:  Applicant  Consultant  
 Name of Firm \_\_\_\_\_ Email \_\_\_\_\_  
 Street Address \_\_\_\_\_ City/ST/Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_

**Submittal Requirements**

- 1) Attached a cover letter (1 page) describing amendment, location and need.
- 2) Complete and sign this application
- 3) Attach a separate statement fully addressing *City Plan* Amendment criteria (see *City Plan* Appendix C summarized below or visit [www.fcgov.com/advanceplanning/city-plan.php](http://www.fcgov.com/advanceplanning/city-plan.php)):
  - a. The existing *City Plan* and/or any related element thereof is in need of the proposed amendment; and
  - b. The proposed plan amendment will promote the public welfare and will be consistent with the vision, goals, principles and policies of *City Plan* and the elements thereof.
- 4) For Land Use changes: provide one (1) copy of existing Structure Plan Map, or related land use map showing an enlargement identifying the area in question on 8.5" x 11" size paper. Maps are available from the City's GIS Department, visit [www.fcgov.com/gis](http://www.fcgov.com/gis) or call 970-416-2483.
- 5) Provide APO list (1/2 mile notification area) and postage cost
- 6) Neighborhood meeting costs are the responsibility of applicant
- 7) Submit everything to the Advance Planning Department.

**Certification**

I certify the information and exhibits submitted are true and correct to the best of my knowledge, and that in filing this application, I am acting with the knowledge, consent, and authority of the owners of the property (including all owners having a legal or equitable interest in the real property, as defined in Section 1-2 of the City Code; which is the subject of this application) without whose consent and authority the requested action would not lawfully be accomplished. Pursuant to said authority, I hereby permit City officials to enter upon the property for the purposes of inspection, and if necessary, for posting a public notice on the property.

Name (please type or print) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_