



Character Plan Amendment

Application Checklist

Checklist Disclaimer:

It is important to note that not all information listed on the checklist may be required. Those items most typically required are identified with a checklist. At your pre-application meeting, your project coordinator will identify which items are required for submittal.

At the required pre-application meeting, your Project Coordinator will check off the items on this checklist that you will be responsible for providing with your application submission. Please contact Project Coordinator _____ - at 480.312.7990. If you have any questions concerning this Character Plan amendment checklist.

Req'd	Rec'd	Description of Documents Required for Complete Application. No application shall be accepted without all information in above section and without all items marked below.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. Character Plan Amendment Application Checklist (this list)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2. Completed Application Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	3. Character Plan Amendment Application Fee \$ _____
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4. Character Plan Neighborhood Involvement Program <ul style="list-style-type: none"> • Provide proof of involvement <u>AT THE BEGINNING</u> of the required three (3) months for all amendments. • Record of all <u>dates</u> and <u>types</u> of public notification/involvement – letters, meetings, phone calls, open houses etc.; person/organization(s) contacted; address and telephone information regarding person/organization(s) contacted. Take minutes of all meetings.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	5. Provide a series of context graphics, plans & photographs that show the relationship of your proposal to the surrounding properties (to a minimum of 750' from the site; the distance will vary based on the size of proposal and surrounding uses).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Provide a Series of Context Graphics or Tables That Depict the Following Information: <ul style="list-style-type: none"> • Graphic 1: <u>Existing</u> Character Plan land use, transportation, character, and open space plan (the open space plan not require for a Downtown Plan CPA) designations for the subject property & for all surrounding properties. An amendment to the Downtown Plan CPA shall also include the existing Downtown design guideline designations for the subject property & for all surrounding properties • Graphic 2: <u>Proposed</u> Character Plan designations for the subject property & all existing Character Plan designations that will remain. This graphic should include <u>total acreage</u> of the Character Plan designation being proposed. • Graphic or Table 3: <u>Existing</u> Neighborhood Plan elements, if site is located within an approved/adopted Neighborhood Plan area.

Planning & Development Services Department

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<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>7. A narrative description, analysis and justification of how the proposed CPA would support or change the approved plans, goals and/or policies contained in each of the Character Area goals and guidelines. For an amendment to the Downtown Plan CPA specifically address:</p> <ul style="list-style-type: none"> a. Summary Element – Downtown Study Goals b. Summary Element – Downtown Guidelines c. Land Use Plan – Land Use Zones d. Land Use Plan – Development Types
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>8. Provide a discussion how your proposed CPA contributes to achieving the city’s goals regarding scenic corridors, vista corridors, character area plans, neighborhood plans, housing diversity, economic diversity, and transportation accessibility and modes other than automobile traffic.</p>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>9. Provide Analysis of the Following:</p> <ul style="list-style-type: none"> • If this is a Character Plan <u>land use</u> amendment the proposed changes include _____ amount of acres/dwelling units/square footage changing from Character Plan land use designation(s) _____ to Character Plan land use designation(s) _____. • The estimated increase or decrease in population this proposed Character Plan amendment will create is _____ (circle one – increase or decrease or no change). • The estimated increase or decrease in elementary, middle and high school age children this proposed Character Plan amendment will create is _____ (circle one – increase or decrease or no change). • The estimated impact this proposed Character Plan change will have on water use per year will be _____ (circle one – increase or decrease or no change). • The estimated impact this proposed Character Plan change will have on wastewater generation per year is _____ (circle one – increase or decrease or no change). • The estimated impact this proposed Character Plan change will have on solid waste generation per year is _____/tons (circle one – increase or decrease or no change). • The estimated impact this proposed Character Plan change will have on vehicle trips per day is _____ (circle one – increase or decrease or no change). • The estimated number of employees this proposed Character Plan change will result in is _____ (circle one – increase or decrease or no change). • A significant consideration of any proposed Character Plan Amendment is the potential impact that a change in land use and/or development of property will have on dwelling unit, population and/or employment densities; public infrastructure and facilities demand; transportation networks; and the physical environment. The net resulting impacts of a proposed change might be favorable, unfavorable or of no effect, depending on the nature of the change and the size of the physical area that would be the subject of the change.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>10. A completed Neighborhood Involvement packet and Report, describe the key issues with respect to this Character Plan amendment that have been identified by the surrounding neighborhoods through the public involvement program. What adjustments or refinements have been made to the plan in response to these issues?</p>

Principal Planner or Designee _____
Date