

COMPREHENSIVE PLAN AMENDMENT PLAN CHECKLIST

(Combination Referral Process)



This checklist will help to assure that your submitted plan is consistent with Arapahoe County Regulations. On the attached checklist, please check the box when the requirement has been met. When all items are complete, please read and sign the checklist at the bottom, and submit it with your application and submittal materials.

Revisions to the Arapahoe County Comprehensive Plan are considered to be major or minor in nature.

Minor Amendments do not significantly change the intent of the approved goals, policies, or maps, but would be a correction of a typing or graphic error, or the clarification or refinement of the text or map. The request must be presented in writing to Planning Division Staff, who will review and then present the proposed minor amendment in a scheduled meeting in order to receive the Planning Commission's decision.

Major Amendments would be those that change the intent of the goals, policies, or maps of the Plan. A proposal for a Major Amendment should be submitted to the Planning Division who will present the proposed amendment to the Planning Commission during a scheduled Commission meeting. If the request is approved, the proposal shall then be submitted to the Planning Division for review and comment following the procedures outlined within. It will formally considered in a public hearing with proper notification.



Public Works and Development

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**COMPREHENSIVE PLAN MAJOR AMENDMENT
CHECKLIST**



Please check off the following items to assure your application is complete. This checklist is for Major Amendments only.

Twenty copies of each of the following is required:

Applicant

Staff

		Letter of Intent requesting amendment signed by the party requesting the amendment.
		Vicinity map clearly showing location of amendment in relation to major streets, section lines, and landmark uses.
		Amendment description – proposed changes to map and text indicating relationship to current Comprehensive Plan.
		Development Concept – a general description and assessment of the proposed development (overall density – FAR), type of land use, design guidelines.
		Land use and zoning – description of existing surrounding land use, zoning, and comprehensive plans within one (1) mile of the amendment area.
		Description of floodplain, geologic hazard, and mineral resource areas – report on impacts, where applicable.
		Airport impacts where applicable.
		Traffic and transportation impacts - a general study of traffic impacts of proposed amendment prepared to a level of detail as required by the Planning and Engineering Divisions.
		Water and sewer services - report on proposed services to the site.
		Fire protection - report on impacts.
		School services - report on impacts.
		Fiscal impacts - report on market analysis describing need for proposed use and cost impacts to Arapahoe County.
		Rationale for amendment - justification, benefits, and conclusion.

I _____ state that the above submittal requirements have been provided in completion of the requirements for submission as required by Arapahoe County, and that all documents provided have been submitted in accordance with the requirements and guidelines of Arapahoe County Government.

I also understand that submitting erroneous information or an incomplete submittal may delay the processing of my application.

Signature

Date