



**APPLICATIONS REVIEWED QUARTERLY (SEE ATTACHED SCHEDULE).
APPLICATION DEADLINE IS 30 DAYS BEFORE MEETING DATE.
ALL APPLICATIONS HEARD BY PLANNING COMMISSION.**

APPLICATION TO AMEND THE COMPREHENSIVE PLAN

Instructions:

1. All applicants must pay an application fee of \$370.00, plus \$6.00 per property owner to be notified.
2. The current property owner must sign the application or the City's form authorizing the owner's representative to sign the application on behalf of the owner.
3. A pre-application meeting with a member of the City's Planning Department is required prior to this application submittal.
4. Written notes of this pre-application meeting shall be submitted with this application.
5. All drawings must be drawn to scale. Document submittal must consist of two paper copies and one electronic copy in PDF format. All documents larger than 8-1/2" x 11" must be folded to that size.

PROJECT NAME: _____
Pre-Application Meeting Date: _____ Meeting Notes Attached: _____
Applicant Name: _____
Phone: _____ Email: _____
Address: _____

PROPERTY OWNER: _____
Phone: _____ Email: _____
Owner's Address: _____

PROJECT ADDRESS: _____

Quarter Section: _____ Section/Township/Range: _____ Acreage: _____

No. of Lots: _____ Plat/Subdivision: _____

Legal Description (may be attached): _____

Any private deed/plat restrictions on the property? Yes No If yes, please explain:

Present zoning/use: _____

Proposed zoning/use: _____

Related case numbers: _____

100 year FEMA floodplain on property? Yes No

Is there other property within a half-mile radius available for proposed use and development?

How does the proposed change fit into the existing Comprehensive Plan future development guide model?

Does the proposed change involve a single use/one lot development? _____

WHAT HAS CHANGED SINCE THE COMPREHENSIVE PLAN WAS ADOPTED TO WARRANT THIS REQUEST?
(See instructions below)

GENERAL INFORMATION: _____

TRAFFIC COUNTS AND PATTERNS AND PROPOSED ROADWAY IMPROVEMENTS:

UTILITY/INFRASTRUCTURE/CAPACITY CHANGES: _____

STATUS OF FLOODPLAIN/HYDROLOGY: _____

CHANGE IN CONDITION: _____

ENVIRONMENTAL CONSIDERATIONS: _____

INSTRUCTIONS:

Traffic Counts and Patterns and Proposed Roadway Improvements: Clearly describe how the requested change to the Comprehensive Plan will efficiently utilize the existing transportation network, including streets, sidewalks, transit, trails, and bicycle facilities and help the community implement key components of its long range capital improvement transportation plans. Also explain whether components of the transportation system need to be improved as a result of the requested change to the Comprehensive Plan.

Utility, Infrastructure, and Capacity Changes: Clearly describe and demonstrate how municipal services meet or will meet the capacity demanded by the requested change to the Comprehensive Plan for public water, wastewater, electric, storm water, and solid waste.

Change in Condition: Conditions (physical, financial/market, service availability, etc.) can sometimes change before the City has had the opportunity to update the Comprehensive Plan. Describe what conditions have changed since the Comprehensive Plan was adopted that necessitate a change to the Comprehensive Plan.

Environmental Considerations: Describe the current environmental conditions, such as native trees or forests, flood plains, characteristics of the applicable drainage basin, or other sensitive areas. Describe how the change to the Comprehensive Plan would affect these conditions.

APPLICATION IS HEREBY MADE TO THE CITY OF SHAWNEE PLANNING COMMISSION TO CONSIDER A RECOMMENDATION TO THE CITY COMMISSION OF THE CITY OF SHAWNEE, OKLAHOMA, THAT THE COMPREHENSIVE PLAN'S FUTURE DEVELOPMENT GUIDE BE CHANGED FROM EXISTING LEVEL _____ TO PROPOSED LEVEL _____.

I hereby certify that the information herein submitted is complete, true, and accurate and that I/we have been notified of the development procedures and guidelines, including platting and site plan reviews if required and all fees and charges related to site improvements, development, and building permit costs.

Signature of applicant: _____ Date: _____

Printed name: _____

Check box if attaching owner's signature authorization form

Signature of property owner: _____ Date: _____

Printed name: _____

Contact person for this application: _____

Contact person's phone number: _____

Contact person's email address: _____

FOR OFFICE USE ONLY

REC'D BY: _____ FEE: _____ RECEIPT NO.: _____

PLANNING COMMISSION DATE: _____

CITY COMMISSION DATE: _____

**GENERAL GUIDELINES FOR AMENDING THE COMPREHENSIVE PLAN
CITY OF SHAWNEE, OKLAHOMA**

SUBMITTAL:

- All applications shall be accompanied by a legal description of the area to be amended.
- Amendments to the Comprehensive Plan must be accompanied by a detailed explanation in writing, describing what has changed since the Comprehensive Plan was adopted to warrant this request.
- The applicant must provide:
 1. The completed application,
 2. A legal description (if submitted as an attachment, the legal description must be submitted in a separate PDF document), and
 3. A list of all owners and their mailing addresses of property located within a **300'** radius of the exterior of the tract, must accompany all applications, **except** for those which include multi-family or group home zoning, which requires a radius of **1,320** feet. The list must be obtained from a registered, bonded abstract company or a licensed title insurance company.

FEES:

- The total amount of the fees shall accompany the application.
- The application fee for an amendment to the Comprehensive Plan is \$370.00. In addition to the application fee, a \$6.00 per property owner mailing fee will be charged.
- A legal notice will be published in a newspaper of general circulation in Shawnee, not less than 20 days, but not more than 30 days prior to the public hearing. Arrangements for this publication will be made by the City and the applicant is responsible for the publication cost, which will be billed directly to the applicant, by the newspaper.
- Posting of signs on the property is required on all petitions for amending the Comprehensive Plan at least 20 days prior to the public hearing and shall be posted by the City.
- The City Commission will entertain the application at the next scheduled City Commission meeting after the Planning Commission meeting.

FOR FURTHER INFORMATION, PLEASE CALL THE CITY OF SHAWNEE PLANNING COMMISSION AT (405) 878-1616 OR VISIT THE CITY'S WEBSITE AT WWW.SHAWNEEOK.ORG.