



COMPREHENSIVE PLAN AMENDMENT APPLICATION

APPLICATION REQUIREMENTS

The following items must be submitted for **Comprehensive Plan Amendment Application** to be processed. Items must be submitted digitally unless otherwise specified.

- Legal Description (Microsoft Word or other editable format)
- A certified ownership list of ALL property owners within 300 feet. If there are less than 10 property owners within the 300-foot radius of the property, the radius will be increased by 100-foot increments until at least 10 owners are included. When the radius is increased, all property owners listed must be included, even if the 10 owner minimum is exceeded. Owner names and mailing addresses shall be taken from the County Assessor's current tax rolls. (hard copy only)
- Mailing labels printed with the above addresses (hard copy only)
- Notice sign posted at the site (see sign requirements included in this application)
- Comprehensive Plan Amendment Statement
- Fee: \$475 (= \$325 application fee + \$150 publication and notice fees)
Make checks payable to "**City of Edmond**"
- Completed and signed **Comprehensive Plan Amendment Application**

(Staff use only)

Project Name: _____
Application #: _____
Existing Plan Category: _____
Requested Plan Category: _____
Project Located in CEUD: Yes
Pre-application Meeting Date: _____
Date Received: _____
Date of Public Notice: _____

APPLICANT INFORMATION

Applicant: _____ Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alt. Phone (optional): _____
Email: _____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Property Owner: _____ Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Alt. Phone (optional): _____
Email: _____



COMPREHENSIVE PLAN AMENDMENT APPLICATION

REPRESENTATIVE INFORMATION (IF REPRESENTED)

Representative: _____ Contact Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone (optional): _____

Email: _____

PROPERTY/PROJECT INFORMATION

Project Name: _____

Property Address: _____

Nearest major street intersection: NW NE SE SW of:
_____ and _____

Existing Plan Category: _____

Size of property (excluding ROW) _____ Square feet / _____ Acres

REQUEST SUMMARY

Requested Plan Category: _____

Purpose/reason for request. Briefly explain why the existing Plan Category is no longer appropriate.

Applicant or Designated Representative must attend meetings of the Central Edmond Urban District Board*, Planning Commission, and City Council when this application is considered.

***for projects located in the Central Edmond Urban District**

Property Owner Signature: _____ Date: _____

Contact us at 405-359-4790 or planning@edmondok.com if you have questions about this application.



COMPREHENSIVE PLAN AMENDMENT APPLICATION

Posted Notice Instructions (see Title 22.3.1(F)(3)):

- Sign must be posted on the property at least 20 days in advance of the first hearing.
- The sign must be at least six (6) feet tall.
- The sign must be thirty-two (32) square feet or larger.
- The sign must have a white background with black letters at least 4 inches tall
- More than one sign may be required for large parcels of land.
- Applicant must submit a picture of the sign placed on the property recording the location and the date the sign was installed.
- Sign must be removed from the property within 30 days of the last hearing.

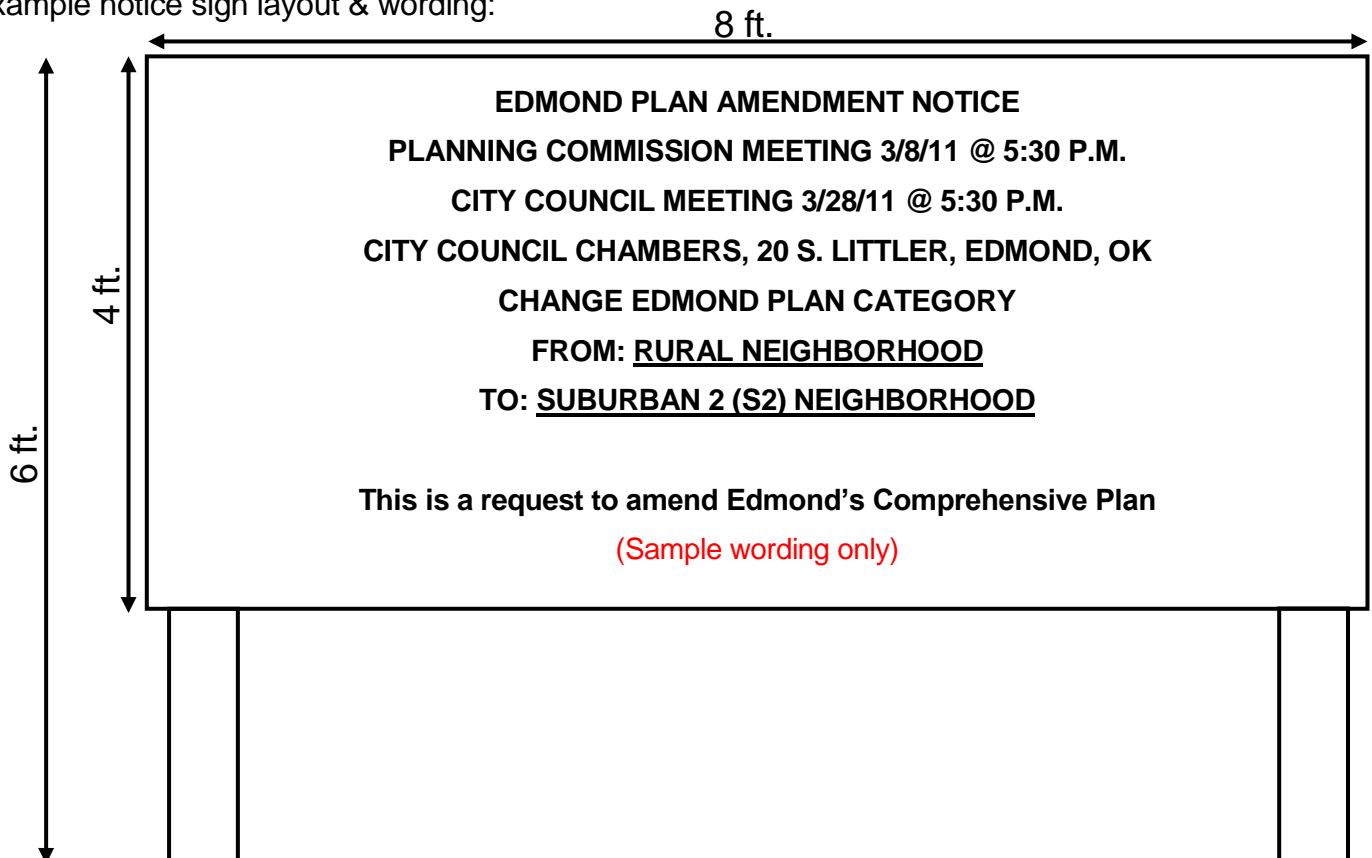
EDMOND PLAN AMENDMENT NOTICE
PLANNING COMMISSION MEETING _____ @ 5:30 P.M.
CITY COUNCIL MEETING _____ @ 5:30 P.M.
CITY COUNCIL CHAMBERS, 20 S. LITTLER, EDMOND, OK.
CHANGE EDMOND PLAN CATEGORY

FROM: _____

TO: _____

This is a request to amend Edmond's Comprehensive Plan

Example notice sign layout & wording:



Comprehensive Plan Amendment Statement

Project Name:

Owner(s)/Developer(s):

Prepared by:

General Location:

Date:

Submitted to: City of Edmond, Planning Department

Ordinance 3740, enacted by the Edmond City Council on March 25, 2019 requires the following items be addressed when applying for an amendment to a Plan Category.

Table of Contents

Project Information.....	2
Project Name	2
Project Owner	2
General Location.....	2
Existing Edmond Plan Category	2
Current Zoning District.....	2
Project Description.....	2
Change In Conditions	3
Environmental Considerations.....	3
Infrastructure Availability & Capacity	3
Water	3
Wastewater.....	3
Electric.....	3
Stormwater	3
Solid Waste	3
Transportation	4
City Services	4
Edmond Plan Goals, Actions & Recommendations, and Priorities	4
Plan Category Performance Criteria	4

Project Information

Project Name

Project Owner

General Location

Existing Edmond Plan Category

Current Zoning District

Project Description

Change In Conditions

Directions: Conditions – physical, financial/market, service availability, etc. – can sometimes change before the City has had the opportunity to update the Edmond Plan. Describe what conditions have changed since the Edmond Plan was adopted that necessitate a change in the Plan Category

Environmental Considerations

Directions: 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 in Plan Category would affect these conditions.

Infrastructure Availability & Capacity

Clearly describe and demonstrate how municipal services meet or will meet the capacity demanded by the requested change in the Plan Category for public water, wastewater, electric, stormwater, and solid waste.

Water

Wastewater

Electric

Stormwater

Solid Waste

Transportation

Directions: Clearly describe how the requested Plan Category 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 requested change in Plan Category.

City Services

Directions: The City's ability to provide high quality and efficient services such as police, fire, and parks is partially dependent on our land use patterns. Describe how the requested change in Plan Category degrades or enhances the City's ability to provide high quality services.

Edmond Plan Goals, Actions & Recommendations, and Priorities

Directions: The Edmond Plan contains numerous goals that our community should work towards. The Plan also contains actions and recommendations designed to help achieve the goals. Describe how the Edmond Plan goals are met and the actions and recommendations are implemented by the requested change in Plan Category.

Plan Category Performance Criteria

Directions: There are performance criteria associated with each Plan Category. Describe how the requested Plan Category criteria are different from those associated with the existing Category. Describe how the proposed project will meet the criteria associated with the requested Plan Category.