



All of the following materials must be submitted with your application. All plans should be drawn to engineering scale (1" = 10' or 1" = 20' preferred). Prior to submitting application materials, a pre-application conference with City Staff is required to discuss procedures for approval, applicable state and local requirements, objectives and policies of the Sandy Comprehensive Plan, and the availability of services.

A. One (1) copy of:

1. Land Use Application Form;
2. Supplemental Land Use Application Form No. 1; and,
3. 8 1/2" X 11" reduction of site plan.

B. Two (2) copies of: *(additional copies may be requested once the application is deemed complete)*

1. Site Plan showing the applicant's entire property and the surrounding area to a distance sufficient to determine the relationship between the applicant's property and proposed development, and adjacent property and its developed areas;
2. Narrative specifying the nature of the request and how it relates to the Comprehensive Plan goals and policies, the Development Code requirements, and the Comprehensive Plan Amendment procedure review criteria in Section 17.24.70; and
3. Other documents required by the Development Services Director (traffic study, etc.).

C. List of affected property owners

Within 500 feet of the boundaries of the subject site and two (2) sets of mailing labels for property owners within 500 feet of the site, excluding rights-of-way.

D. Digital copy in PDF and/or Word format

Please submit a digital copy of your narrative and of all plans.

E. Filing Fee per the Fees and Charges Resolution



GUIDELINES

A. Comprehensive Plan Map Amendments may be initiated by one of the following

1. An application submitted by the property owners or their authorized agents; or
2. A majority vote of the City Council.

B. Applications for Comprehensive Plan Map Amendments Initiated by Property Owners

Shall be reviewed semi-annually in March and September unless otherwise authorized by the City Council. The City Council may initiate amendments to the Comprehensive Plan at any time. Comprehensive Plan Map Amendments are exempt from the time limits established in State law for development review processes and shall be exempt from time restrictions set in this Code.

C. A Zoning Map Amendment

Must be submitted concurrently with a Comprehensive Plan Map change.

D. The First Step in Amending the Comprehensive Plan Map

Is to submit an application for a Pre-Application Conference. A Pre-Application conference application must be submitted at least three weeks prior to your desired meeting dates.

E. The Second Step

Is to submit a completed Land Use Application form and a Supplemental Land Use Application Form No. 1 with the appropriate filing fee per the Fees and Charges Resolution.

F. The Development Services Department will Review your Application

Using the procedures and time lines contained in Section 17.12, 17.18, 17.20 and 17.22 of the Sandy Municipal Code. You will be notified in writing if your application has been deemed complete. If incomplete, you will be advised what additional information is necessary to consider your application complete.

G. Comprehensive Plan Map Amendments are intended to:

1. Respond to changing conditions and community attitudes;
2. Ensure flexibility while at the same time maintain the integrity of the Comprehensive Plan; and
3. Establish procedures by which the Comprehensive Plan text and map may be amended.

H. Comprehensive Plan District Changes

Shall be reviewed to assure consistency with the purposes of the applicable Development Code chapters, policies of the Comprehensive Plan, and any other applicable policies and standards adopted by the City Council. Amendments shall be approved only when the following are made:

1. The change being proposed is the best means of meeting the identified public need; and
2. The change will result in a net benefit to the community.



GUIDELINES CONT.

I. Application Requirements

An application for a Comprehensive Plan Map change shall be made on forms provided by the City. If the land has more than one owner, the application must be submitted jointly by all of the owners or authorized agents.

For detailed submission requirements, please review the application form and applicable sections of the Sandy Development Code.

J. Planning Commission

The Planning Commission will review the proposed Comprehensive Plan Map amendment and submit a recommendation, for approval or denial, to the City Council.

K. City Council

The City Council will hold a public hearing to consider the Planning Commission recommendation and the proposed Comprehensive Plan Map amendment. The City Council may approve or deny the Comprehensive Plan Map amendment request and will adopt a Final Order setting forth findings of fact supporting the decision.

L. If approved, the Council will

1. Adopt (1st reading) an Ordinance amending the Comprehensive Plan Map;
2. Hold a second public hearing (2nd reading) on the Ordinance; and
3. Direct staff to change City maps to reflect map changes and notify all public agencies.