

# Land Use Plan Amendment Process

## General Overview

**Note: Intake for amendments will be done twice annually to coordinate land use plan changes as a whole and to better identify the cumulative impacts of the proposed changes.**

1. Need For Amendment
  - a. Amendment Request Submitted
  - b. Staff Review
  - c. Amendment Determination
2. Amendment Application
  - a. Complete Application Packet
    - i. Application
    - ii. Map Of Proposal
    - iii. Reason For Amendment (Public Interest)
    - iv. Fee
3. Staff Review
  - a. Check Application For Completeness
  - b. Prepare Staff Report
  - c. Prepare Report Map
4. Notification Mailing And Ad
  - a. Staff Places Half-page Newspaper Ad (25 To 10 Days Before Meeting)
5. Staff Reports
  - a. Prepared for BOCC packets
  - b. Placed On Internet Site
6. Commission Meeting-Joint Planning Board/BOCC Meeting
  - a. Staff Gives General Overview Of Process And Proceedings
  - b. Annual Coordination Of Plans
    - i. Public Meeting Held Before Boards
    - ii. Plan Differences Are Rectified
  - b. Each Case Is Called Individually
    - i. Applicant Present Case For Amendment
    - ii. Citizen Comment
    - iii. Commission Discussion
    - iv. Commission Recommendation
7. Amendment Goes To Elected Board
  - a. Planning Board Makes Recommendation On Plan Amendment
  - b. Amendment Goes To Elected Board
8. Plan Update
  - a. Plan Future Land Use Map (and text as needed) Updated