

CITY OF WILLIAMS
CHECKLIST FOR GENERAL PLAN AMENDMENT & REZONE

To Applicants: The following list includes information you must submit for application processing. If you are not sure, ask staff. Staff will use a copy of this list to check your application for completeness. If information is omitted you may be requested to submit additional information or revise your plans, which may prevent or delay processing your application.

Application submittal requirements for General Plan Amendment are as follows:

- Signed, completed Planning Application Form and application fees
- A list of assessor's parcel numbers, property owners name and address within 300' radius of the project area.
- 300' radius ownership map with assessor's parcel numbers.
- Addressed (including assessor's parcel numbers), stamped, envelopes for each property owner.
- Copy of a preliminary title report (legal property description and legal property owner) prepared within 90 days of submittal.
- Signed, completed Environmental Initial Study Checklist form
- 25 copies of plan sets folded to 8.5" x 11"
- Project description

All plans/exhibits must be done to standard architects or engineers scale and each sheet must contain:

- Project name
- Architect/Engineers name, address, and phone number
- Applicants/Representatives and Owners name, address and phone number, (if different from owner)
- North arrow and scale of illustration
- Date of preparation and/or revisions
- Official map, with the area to be changed shaded or outlined in a heavy, black line, and the proposed change clearly labeled.

Statistics and other information:

- General Plan Designation, Zoning District, Assessor's Parcel Number, and land use (vacant, etc.)
- The total area (acreage or square feet) of the project site
- Allowable and proposed density for residential projects
- Vicinity map
- **Statement describing how the changes carry out the general plan or how general plan policies are being amended to allow the zone change.**
- **Text, with existing words to be deleted, lined through, and words to be added underlined.**

UPON APPROVAL OF A GENERAL PLAN AMENDMENT THE APPLICANT WILL BE BILLED THE COSTS TO RE-DRAW THE OFFICIAL ZONING MAP AND OR REPRINT GENERAL PLAN TEXT OF THE CITY, PLUS 5 FULL SIZE COLOR COPIES OF THE ZONING MAP AND 10 COLOR COPIES REDUCED TO 11" X 17".