



## PLANNING & DEVELOPMENT DEPARTMENT

### AMENDMENT TO THE MASTER STREETS AND HIGHWAYS PLAN SUBMITTAL REQUIREMENTS

**APPLICATION/PETITION FORM:** A completed Application/Petition Form is required. The application shall be signed, notarized and acknowledged by the owner of record of each parcel of property. Non-Property Owner: An application is sufficient if it is signed and acknowledged by a lessee, a contract purchaser or an optionee of the property for which the Amendment to the Master Streets and Highways Plan is sought. However, interest in that property must exist in a written agreement with the owner of record, attached to which is a copy of the Amendment to the Master Streets and Highways Plan application and in which the owner of record has authorized the lessee, contract purchaser or optionee to sign the application. The agreement must further stipulate that the owner of record consents to the filing and processing of the application and agrees to be bound by the requested Amendment to the Master Streets and Highways Plan.

**LEGAL DESCRIPTION:** The applicant must provide a legal description of the proposed amendment to the Master Streets and Highways Plan. The legal description requirement may be waived if the applicant provides a written memo from a representative from the Department of Public Works indicating a legal description is not required. The legal description must be signed and stamped by a professional civil engineer or surveyor.

**EXHIBIT:** (19 folded and 1 rolled) showing the proposed amendment. The exhibit shall be no larger than 24" x 36" and no smaller than 11 X 17. The exhibit must include a north arrow, the alignment of the proposed amendment, all existing street names, township, range, section, and centerline curve data.

**JUSTIFICATION LETTER:** A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required.

**FEES:** \$900 plus \$500 for notification and advertising costs

**LASER PRINT:** A reduced, black & white 8½ x 11 (high resolution) copy of **above** required plans and drawings is required.

**STATEMENT OF FINANCIAL INTEREST:** A completed Statement of Financial Interest is required.