



**APPLICATION FOR
AMENDMENT TO THE COMPREHENSIVE PLAN**

APPLICATION NO.: _____ DATE FILED: _____

APPLICATION FEE: \$1500.00

(plus hourly Attorney, Consulting, and Engineering fees reimbursed as billed.)

Attach a complete, legible copy of the legal description of the property.

Attach a complete list of all property owners and mailing addresses as recorded in the latest ad valorem tax records for all property within three hundred (300) feet of the subject property (available from the Baker County Property Appraiser)

Within ten (10) days after receipt of an application, the Building Official shall determine whether the information is complete or incomplete and inform the Developer in writing of any deficiencies, if any. If the application is deemed incomplete, the Developer may submit the required information within ten (10) working days without payment of an additional application fee. If more than ten (10) working days elapse, the Developer must thereafter initiate a new application and pay a new application fee.

1. Applicant's name: _____

2. Applicant's address: _____

3. Applicant's daytime phone number: () - Fax number: () -

4. Name and address of the owner as shown in the public records of Baker County:

5. Complete property address: _____

6. Between streets : _____ and _____

7. Property Appraiser's real estate number(s): _____

8. Lot _____ Block _____ Subdivision _____

9. Existing Future Land Use classification: _____

10. Existing property use(s): _____

11. Land area (acres): _____

12. Future Land Use classification requested: _____

13. Reasons why such change in land use classification should be made: _____

The Applicant, at his cost, shall post a sign on the premises involved in this application. The sign(s) shall contain the date and time of the City Commission public hearing, the application number, a concise description of the variance request, and the phone number to City Hall where all questions should be directed. The sign(s) shall be posted within five (5) days after submitting the application. The sign(s) shall not be less than eighteen (18) inches in height and twenty-four (24) inches in width. The sign(s) shall be posted on the property at intervals of not more than 200 feet along all public streets. The sign(s) shall be plainly visible, unobstructed and legible from the street. The sign(s) shall be removed within ten (10) days after final action on the application by the Board of Adjustment.

