

## GENERAL PLAN AMENDMENT CHECKLIST

### *PHYSICAL SUBMISSION*

- List of property owners within 500' formatted as mailing labels prepared by a title company or other entity willing to certify names
- Mailing label radius map

### *DIGITAL SUBMISSION*

Submitted through the Citizenserve portal

- A brief narrative of the proposed change
- A project area map

**Payment may be made on the portal or in person, please see payment information below.**

**Payment of filing fee\*\$500 + \$50.00 per ac for 1-100 ac and \$25 per ac 101-500 and \$10.00 per ac 501+No fee for acreage zoned to Open Space over 10 acres Re-noticing fee at cost if applicable**