



Scottsbluff City

Comprehensive Plan Text Change Application

2525 Circle Drive, Scottsbluff, NE 69361
Telephone (308) 630-6243 Fax (308) 630-6204
www.scottsbluff.org

Project Information

Application Date:	Number (Office Use Only):
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Brief description of text change request:

Applicant Information

Applicant:		Property Owner:	
Address:		Telephone:	
City:	State:	Zip:	Alt. Telephone:

City Development Process and Requirements

- 1. Staff Review Time:** Approximately 3 to 4 weeks prior to the Public Hearing date. Notice to the newspaper must be mailed out 2 ½ weeks prior to the meeting date.
- 2. Planning Commission:** Held the second Monday of each month at 6:00 p.m.
- 3. City Council:** Held the first and third Mondays of each month at 6:00 p.m.

All meetings are held in the City Council Chambers at 2525 Circle Drive in Scottsbluff.

REQUIREMENTS

- ☐ Pre-application meeting with City Planner
- ☐ Text Change Fees \$100.00 plus cost of public hearing notice

- ☐ Desired Text Change - on disk or emailed to the City Development Service Department in Word format and any other supporting documentation.
- ☐ A Letter and/or packet from the petitioner that the proposed text change:
 - ☐ Would provide a service needed by the city and/or residents of the community and will be consistent with sound land use principles?
 - ☐ The text change will not be injurious to adjacent properties or uses throughout the city or environment.
 - ☐ Will the proposed text change create special hazards or problems?
 - ☐ Would the proposed text change be harmonious and consistent with the other elements of the Plan?
 - ☐ Why the proposed text change is needed?

If any of these items are not submitted or answered with the application the City maintains the right to return the application as incomplete.

Plan Amendment Process

After staff receives a completed application the staff will write a report to the Planning Commission including their recommendation. The Planning Commission will then hold a public hearing (which must be noticed in newspaper 10 days prior to the hearing) pertaining to the Plan Change and either recommend supporting the Plan Change or not to the City Council. After the Planning Commission the City Council will also hold a public hearing on the text change request and either approve, approve with conditions or deny the request.