

AMENDMENT TO THE UNIFIED DEVELOPMENT CODE SUBMITTAL CHECKLIST

The following information is required in order for the application to be accepted. Forms and informational requirements are located on the City's Current Planning website under the specific application. All documents must be submitted electronically to eplan-planning@cityofloveland.org and each document must be a separate pdf file, unless otherwise specified.

Additional development review fees may be required during the review process. If the review of the proposed amendment necessitates outside review by a third-party, the applicant is responsible for the actual costs required for the outside review in addition to the development review fees. The application fee allows up to three rounds of review. Any subsequent review round will require an additional fee equal to 50% of the original fee for all application components that require further review.

1. **Application Fee:** An application fee of \$2,400 is required. The application fee must accompany the submittal of the amendment request.
2. **Application Checklist.** Complete this checklist verifying the submittal of the required information.
3. **Application.** Complete and sign the *Application* form on the City's Current Planning website.
4. **Justification of Amendment.** Narrative explaining the purpose and need for the amendment.
5. **Amendment Language.** Specific language requested for the amendment including the section references to the Municipal Code requested for the amendment.
6. **Supplemental Information** supporting the proposed amendment.