



Community Development Department

1555 South 800 West Woods Cross, Utah 84087

Phone: 801-292-4421 Fax: 801-292-2225

APPLICATION GENERAL PLAN AMENDMENT Application Fee \$500

Check one of the following
Map Amendment ☐ Text Amendment ☐

Property Owner: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Authorized Agent: _____ Primary Contact: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Property Address: _____ Parcel ID #: _____

Size of Subject Property: _____

THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS APPLICATION

1. Legal Description
2. If applicant is seeking a General Plan Map Amendment, applicant must obtain a Davis County Plat of the area included in the proposed General Plan Map Amendment and a list of property owners from the Davis County Recorder's Office. On the County Plat Map, draw a line around the subject property involved at a distance equal to 300 feet from all points of the property's perimeter. Provide a copy of the list of the property owners within the 300-foot radius of the subject property.
3. A narrative responding to the following questions:
 - a. What is the current Woods Cross City General Plan classification?
 - b. What is the requested change to the General Plan classification?
 - c. What are your reasons for proposing this change to the General Plan? Issues to be evaluated will include, but are not limited to the following:
 - Adopted goals and policies as expressed in the Woods Cross City General Plan.
 - Adjacent Land Uses
 - Transportation impacts
 - Environmental issues and impacts
 - Public facilities (water, sewer, storm water, parks, schools, etc.)
 - The type of use requested and why it should be allowed on the site
 - Please describe your request in detail. The Planning Commission will consider all information provided in making its request to the City Council.

PROPERTY OWNER'S AFFIDAVIT

**State of Utah
County of Davis**

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner(s) of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon my personal knowledge.

Owners Signature _____

Owners Signature (co-owner if applicable) _____

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public _____

AGENT AUTHROIZATION

**State of Utah
County of Davis**

I (we) _____, the owner(s) of the real property located at _____ Woods Cross, Utah, do hereby appoint _____ as my (our) agent to represent me (us) with regard to this application affecting the above-described real property located in the City of Woods Cross, and authorize _____ to appear on my (our) behalf before any City board or commission considering this application.

Owners Signature _____

Owners Signature (co-owner if applicable) _____

On the _____ day of _____, 20_____, personally appeared before me _____ the signer(s) of the above Agent Authorization who duly acknowledged to me that they executed the same.

Notary Public _____

Applications are reviewed in the order they are received. Initial staff reviews take approximately 10-12 business days. Once the initial review has been completed, a memo will be sent to the applicant outlining corrections that need to be made or next steps. Resubmittals are usually reviewed more quickly. Once staff determines the application meets code, it will be placed on the next available meeting agenda for review. It is not possible to expedite the review, so please allow enough time in your schedule for the process to be completed.

TO SUBMIT YOUR APPLICATION, please email the completed application form and required documentation listed above to permits@woodscross.gov. Once your application is received by the city, you will be emailed an invoice for the application fees. You must pay the fees before your application can be reviewed.

THREE WAYS TO PAY THE FEES:

1. You may pay the fee with a credit card by calling 801-292-4421, choosing “City Business” and “Make a Utility Payment” or by calling the Community Development Department at 801-292-4421 x 2002.
2. You may also pay in person at the, Woods Cross City Municipal Building, 1555 South 800 West, Woods Cross, Utah 84087. Please present your invoice when paying in person.
3. You may mail a check to Woods Cross Community Development Department at the address shown in #2. Please enclose your invoice with your check.