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**Comprehensive Plan Amendment
 Application Form**
 (Rev. January 2024)

Comprehensive Plan Review and Amendment Process

By nature, [Plan 2040](#) must be flexible given the 20-year time frame that it is anticipated to cover. Rigid plans may not be able to accommodate and cope with the changes that occur over time. Amendments to this plan are expected to help ensure flexibility, allowing this plan to consider other variables that arise over time.

The comprehensive plan is not a static document, and the review process must be continuous. Amending the plan can result from many influences, but most frequently amendments are the result of emerging trends or changes in assumptions made at the time the plan was adopted.

Proposing an amendment to the comprehensive plan can be brought forward at any time; however, it should be considered in context to the whole of Douglas County and Lawrence, and the Lawrence/Douglas County Metropolitan Planning Commission should undertake a thorough review of any amendment at this scale. The questions included in this application are used to consider and evaluate the proposed amendment.

Who considers amendments? All amendments to the Comprehensive Plan must be considered and approved by the:

- Lawrence - Douglas Co. Planning Commission,
- Lawrence City Commission, and
- Douglas County Board of Commissioners

Fees:

City Application	Application Fee	\$200
	Legal Ad Fee	\$50
	Ordinance/Resolution Publication Fee	\$175
County Application	Application Fee	\$0
	Legal Ad Fee	\$0
	Ordinance/Resolution Publication Fee	\$0

Submittal Requirements

Pre-Application Meeting:

A pre-application meeting is required for all matters that require a public hearing.

Information regarding the process and criteria for a comprehensive plan amendment is provided in Chapter 1 of *Plan 2040*.

The applicant shall meet with Planning Staff at least seven (7) working days prior to submittal of the petition.

Application:

A complete application submitted via the [Citizen Self-Service Portal](#).

Other:

Additional documentation provided by the applicant demonstrating a need for the amendment proposed.