



City of Lawrence
Douglas County
PLANNING & DEVELOPMENT SERVICES



1 Riverfront Plaza, Suite 320
PO Box 708, Lawrence KS 66044
Phone: (785) 832-7700 | Fax: (785) 832-3110
www.lawrenceks.org/pds

Comprehensive Plan Amendment Application Form

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.

Pre-submittal _____, 20____

Target Submission Date _____, 20____

Application Form:

A complete, 3-page, application form.

Other:

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



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Comprehensive Plan Amendment Application Form (Rev. December 2019)

Applicant Information

1. Contact Name: _____
2. Company: _____
3. Address: _____
4. City: _____ State: _____ Zip: _____
5. Phone Number: _____
6. Email: _____
7. Pre-Application Meeting Date: _____ Planner: _____
8. Are you submitting any other applications? If so, please state which one(s):

Proposed Comprehensive Plan Amendment

1. Please identify the Chapter of the Comprehensive Plan that is proposed to be amended:

2. Please provide the proposed amendment:

Amendment Questions

Please respond to the following questions to the best of your knowledge. Review bodies shall consider the following factors for all comprehensive plan amendments (policy and map amendments). Attach additional sheets if needed.

1. How does the proposed amendment address or result from changed circumstances or unforeseen conditions not understood or addressed at the time the plan was adopted?

2. How does the proposed amendment advance a clear public purpose?

3. How is the proposed amendment consistent with the long-range goals and policies of the plan?

4. How does the proposed amendment affect the adequacy of existing or planned facilities and services?

5. How does the proposed amendment result in reasonably compatible land use relationships?

6. How does the proposed amendment reflect the adjacent neighborhoods' desired outcome?

7. How will the proposed amendment advance the interests of the citizens of Lawrence and Douglas County as a whole?

SIGNATURE

By execution of my/our signature, I/we do hereby officially petition initiation of the proposed amendment as indicated above.

Signature(s): _____ Date: _____
_____ Date: _____