



# Scottsbluff City Comprehensive Plan Map Change Application

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

## Project Information

Application Date:		Number (Office Use Only):
Property Address:		
Current Zoning:	Proposed Zoning:	Acreage of Property:
Current Land Use Plan Designation:	Proposed Land Use Designation?	

## Applicant Information

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

## City Development Process and Requirements

- 1. Staff Review Time:** Approximately 4 to 5 weeks prior to the Public Hearing 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
- Rezone Fees \$100.00 plus
- Cost of postage for everyone within 300 feet + \$3.00 per property owner
- Provide a list (in mailing label format) of property owners within 300 feet of the exterior boundaries of the property to be rezoned together with:
  - A map(s) that clearly show the ownership within the 300 feet

- A letter from the property owner giving permission that their property maybe rezoned.
- Legal description of the property - on disk or emailed to the City Development Service Department in Word format and a map of property to be rezoned.
- A Letter from the petitioner that the proposed use:
  - Would provide a service required by the neighborhood and/or community and be consistent with sound land use?
  - Would not be injurious to adjacent properties or uses
  - That changing the Land Use Designation would not create special hazards or problems for the neighborhood or community.
  - Would be harmonious and consistent with the plan for the adjacent areas in the Comprehensive Plan?
  - Why the Comprehensive Land Use Designation change for the property be granted.

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

## Rezone 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 land use change or not to the City Council. After the Planning Commission the City Council will also hold a public hearing on the request and either approve, approve with conditions or deny the request.