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## COMPREHENSIVE PLAN AMENDMENT WORKSHEET

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In addition to submitting the *Formal Application* form for a comprehensive plan amendment request, the Applicant must include the following information with your application. A Plan Commission public hearing for an application will not be scheduled until all required materials have been submitted and revised as necessary to meet Code requirements, as determined by Village staff. All the required application materials must be submitted to the Department of Development and Planning Services.

The initial submittal **MUST** contain:

- ☐ **1 electronic version (PDF)** of all application materials submitted in a format as described on the last page of the Formal Application form.

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### REQUIRED MATERIALS FOR SUBMISSION

☐ **Statement of Justification**

A written statement of need for the requested comprehensive plan amendment is required. The statement shall address the consistency with the overall policies, goals, objectives, principles and standards of the Official Comprehensive Plan. The staff, Plan Commission and Board of Trustees will use these standards in making a determination whether the proposed Comprehensive Plan Amendment is appropriate. Please provide a written response for each below item to submit with the formal application.

- a) The trend of development in the vicinity of the subject property, including changes, if any, in such trend since the subject property was placed in its present plan designation or zoning classification.
- b) The extent to which the value of the subject property is diminished by the existing plan designation or zoning classification applicable to it.
- c) The extent, if any, to which the use and enjoyment of adjacent properties would be affected by the proposed amendment.
- d) The extent, if any, to which the value of adjacent properties would be affected by the proposed amendment.
- e) The extent, if any, to which the future orderly development of adjacent properties would be affected by the proposed amendment.
- f) The suitability of the subject property for uses permitted or permissible under its present plan designation and zoning classification.
- g) The availability of adequate ingress to and egress from the subject property and the extent to which traffic conditions in the immediate vicinity of the subject property would be affected by the proposed amendment.
- h) The availability of adequate utilities and essential public services to the subject property to accommodate the uses permitted or permissible under its present plan designation and zoning classification.
- i) The length of time, if any, that the subject property has been vacant, considered in the context of the pace of development in the vicinity of the subject property.
- j) The community need for the proposed map amendment and for the uses and development it would allow.

