

**APPLICATION TO AMEND THE MATTHEWS LAND USE PLAN
AS PROVIDED IN THE UDO AT 155.401.2**

DATE FILED _____

APPLICANT'S NAME (SINGLE PROPERTY OWNER) _____

MULTIPLE PROPERTY OWNERS IN JOINT APPLICATION. LIST LEAD CONTACT NAME HERE (Attach Page 3 with all other property owner's names and following information) _____

APPLICANT/LEAD CONTACT MAILING ADDRESS _____

APPLICANT/LEAD CONTACT TAX PARCEL ID NUMBER _____

APPLICANT/LEAD CONTACT PHONE NUMBER AND EMAIL ADDRESS _____

I/We request consideration of the following change in text of the Matthews Land Use Plan:

Requested text change is:

a change in wording to existing Section(s) _____

an addition to Section(s) _____ On page _____

a deletion of wording at existing Section(s) _____ On page _____

Below is the text requested to be changed, added or deleted:

(continue on additional page(s) as necessary)

**Text Amendment to Matthews Land Use Plan
Page 2**

What is the basis for this request, and what is the intended effect of this request?

APPLICANT/LEAD CONTACT SIGNATURE _____

(continue on additional page(s) as necessary)

TEXT AMENDMENT TO MATTHEWS LAND USE PLAN

Page 3

MULTIPLE PROPERTY OWNERS JOINT APPLICATION

PROPERTY OWNER NAME _____

MAILING ADDRESS _____

TAX PARCEL ID NUMBER _____

PHONE NUMBER AND EMAIL ADDRESS _____

PROPERTY OWNER NAME _____

MAILING ADDRESS _____

TAX PARCEL ID NUMBER _____

PHONE NUMBER AND EMAIL ADDRESS _____

PROPERTY OWNER NAME _____

MAILING ADDRESS _____

TAX PARCEL ID NUMBER _____

PHONE NUMBER AND EMAIL ADDRESS _____

(attach additional pages as needed for all owners participating in joint application)

TEXT AMENDMENT TO MATTHEWS LAND USE PLAN

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FILING INSTRUCTIONS

An application to amend the text of the Matthews Land Use Plan must be completed on the application form provided for such purpose and submitted with the appropriate fee, if any, to the Planning Office at Matthews Town Hall. The application shall be reviewed by the Town Planning and Development Department for completeness and then submitted to the Town Board of Commissioners for acceptance. The Town Board of Commissioners shall set a public hearing date according to their policy. The application shall be considered at a public hearing held jointly by the Town Commissioners and the Planning Board.

After the public hearing the application shall be reviewed by the Planning Board at their next regular meeting. At that meeting, the Planning Board may recommend approval, denial, or approval with conditions. This recommendation is then passed on to the Board of Commissioners at their next regular meeting in which land development and zoning issues are discussed, according to Town Board policy. The Town Board of Commissioners may then approve, amend and approve, deny, or table action on the application. Any decision of the Town Board is final and subsequent revisions shall be handled in this same process as a new application.

The application for text amendment to the Matthews Land Use Plan may be withdrawn by the Applicant at any time up to and including fifteen (15) days prior to the hearing date. Any subsequent withdrawal will only be allowed by action of the Town Board of Commissioners.