

COMPREHENSIVE PLAN AMENDMENTS CHECKLIST



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1. **Signed Land Use Application Form**
 2. **All Required Application Fees**
 3. **Narrative**
 - A complete and detailed narrative description of the proposal describing how it conforms with applicable criteria in Banks Zoning Code Chapters 151.155 through 151.159.
 - A transportation study prepared by a qualified transportation engineer, licensed in the State of Oregon, must be included with the submittal addressing how the proposed change affects transportation facilities as outlined in Chapter 151.157. The study must assess the traffic impacts of the proposed change and analyze the adequacy of the transportation network to handle the anticipated traffic from the proposed change.
 4. **Legal Description and Deeds for the Parcel.**
 5. **A Current Preliminary Title Report for the Subject Property**
 6. **Mailing Labels for Owners within 300 Feet of the Subject Site**
 7. **Electronic Version of All Application Materials**