

# Application Submittal and Review

## Text Amendment

§5.3 North Augusta Development Code

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### Completeness Review

The approval process for a Text Amendment application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §5.3. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Text Amendment application must be made within fifteen (15) days of submission of initial review materials. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

### Required for all Text Amendment Applications:

a.	Application for Development Approval.
b.	Required Fee.
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	Identification of the specific sections of the North Augusta Development Code proposed to be amended.
e.	The specific text proposed to be added, deleted or changed.
f.	If applicable, a comparison of the existing text of the Development Code proposed to be changed and the proposed text.
g.	A statement of the reasons for seeking the text amendment.

### Compliance Review

After a Text Amendment application has been determined to be complete, the application is reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. The application shall be scheduled for consideration by the Planning Commission at the next regular monthly meeting following receipt of a complete application, provided that the complete application is submitted at least thirty (30) calendar days prior to said meeting. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.