

Submittal Checklist: Zone Change (straight zone district)

Project Name: _____

Project Location: _____

Application Contents:

A zone change application is required for approval of a rezoning to any non-planned development (straight) zone district. The following items represent a complete zone change application:

- ___ 1. Completed, notarized land use application form
- ___ 2. Application fee
- ___ 3. Signed submittal checklist (this document)
- ___ 4. Proof of ownership—e.g. deed
- ___ 5. Written authorization from property owner(s) if an agent acts on behalf of the owner(s)
- ___ 6. Mineral rights certification form
- ___ 7. Approved legal description on the Current City Datum with proper section and PHAC ties per City Geodetic Requirements, in Microsoft Word format
- ___ 8. Certified boundary and improvement survey of the property
- ___ 9. Written request and description of the proposal
 - ___ Include a response to the zone change review criteria—these are found in Section 26-112 of the municipal code
 - ___ Include a justification of why the zone change is appropriate addressing these issues:
 - The need for the zone change.
 - Present and future effect on the existing zone districts, development and physical character of the area.
 - Access to the area, traffic patterns and impact of the requested zone on these factors.
 - Availability of utilities.
 - Present and future effect on public facilities and services, such as fire, police, water, sanitation, roadways, parks, schools, etc.
 - A discussion of the relationship between the proposal and adopted land and/or policies of the city.

As applicant for this project, I hereby ensure that all of the above requirements have been included with this submittal. I fully understand that if any one of the items listed on this checklist has been excluded, the documents will NOT be distributed for City review. In addition, I understand that in the event any revisions need to be made after the second (2nd) full review, I will be subject to the applicable resubmittal fee.

Signature: _____

Date: _____

Name (please print): _____

Phone: _____