



Permit Number

**Requirements**

Please review the following requirements. Your application **will not be accepted** if any of the below items are missing or incomplete.

- Legal description of property identified by metes and bounds as determined by a registered surveyor
- Map of the vicinity in which the property is located, and on which the property to be re-zoned is clearly identified by highlighter or by heavy lines
- Payment of rezoning fee: \$500.00 for properties less than 10 acres and \$1,500.00 for 10 or more acres
- All materials and application must be received by Planning Department at least 35 days prior to the scheduled Planning and Zoning Commission meeting date

**Applicant Information**

Applicant Name: \_\_\_\_\_

Applicant Title: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant Email: \_\_\_\_\_

**Owner Information** (If applicant is not the owner, an affidavit must be submitted by owner)

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

**Property Information**

Property Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

Present Zoning of Property: \_\_\_\_\_

Desired Zoning of Property: \_\_\_\_\_

**Applicant Agreement**

*By signing below, I acknowledge that I have read and completed all applicable requirements. I understand that if I have submitted an incomplete application or false/inaccurate information, my application may be rejected and any fees may not be refunded.*

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only		
<b>Completeness Check</b>		
Application form completely filled and signed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached site plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Attached legal description of property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fee paid?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Sign</b> _____	<b>Date</b> _____	
<b>Preliminary Planning and Zoning Review</b>		
<b>Current zoning:</b> _____	<b>Proposed zoning:</b> _____	
Required attachments are complete and correct?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is proposed use permitted under requested zoning?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Sign</b> _____	<b>Date</b> _____	