



Permit Number

APPLICATION

ZONING CHANGE

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		
Completeness Check		
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
Sign _____	Date _____	
Preliminary Planning and Zoning Review		
Current zoning: _____	Proposed zoning: _____	
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
Sign _____	Date _____	