

# ZONING CHANGE REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION. FAILURE TO SUBMIT ANY OF THE REQUIRED DOCUMENTS, MAY RESULT IN AN INCOMPLETE SUBMITTAL AND REJECTED BY THE PLANNING DEPARTMENT.

## INSTRUCTIONS:

- Use the attached list to verify the completeness of the zoning request being submitted.
- Check the box next to each item that has been provided on the plans.
- If an item or section is not applicable to the given project, write "N/A". Add notes next to any items where clarification to Town staff is needed.
- Signed and complete checklist.
- Attach the completed checklist with the annexation request at the time of first submittal only.
- Electronic files in pdf format submitted to the Town for initial review.
- Each request should be directly created in Adobe or similar (no scanned versions)
- Failure to submit any required documents associated with this checklist, may result in a rejection of submittal.

A zoning application shall be accompanied by the following materials:

- A fully completed application, either signed by the property owner or accompanied by a signed, notarized letter from the property owner giving the applicant and/or representative the ability to make the application on behalf of the owner
- A Letter of Intent (LOI) describing the project.
- A current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see schedule of fees)
- .dwg, .doc and .pdf files of all plat/plans and exhibits
- A legal description (metes and bounds) of the property to be rezoned titled as "Exhibit A" and sealed and signed by a surveyor

The following checklists is not intended to be a definitive list of all information. **Items listed in bold and marked with an " \* " are required information. Submittals shall be rejected if denoted items are not included.**

- A zoning exhibit (Exhibit A) containing the following information:
  - **Title block located in the lower right corner (titled as Exhibit A) with subdivision name or survey name and abstract number, tract number, acreage, and preparation date\***
  - Names, addresses, and phone numbers of owner, applicant, and surveyor
  - **The legal description (metes and bounds) of the area within the zoning request shall be included on the zoning exhibit and sealed and signed by a surveyor. The legal description shall extend to the centerline of adjacent thoroughfares and creeks\***
  - North arrow, scale, and location/vicinity map
  - Property boundary and dimensions

- Adjacent property within 200 feet – subdivision name or owner's name and recording information, land use, future land use plan designation, and zoning
- Existing and requested zoning boundary lines
- Potential residential density if proposed zoning for residential districts (exclude major thoroughfares from density calculations)
- **Location of existing rights-of-way and easements with filing information within 200 feet of subject property\***
- Location and width of planned and existing thoroughfares, streets, or county roads within and adjacent to the property
- Distances to nearest cross streets
- Topography at five (5) foot contours or less
- Existing and proposed FEMA 100-year floodplain areas, or a note that no 100-year floodplain exists on the property
- Standard language and/or notations, as follows:
  - If exhibit contains proposed thoroughfares add note: "The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of Final Plat."

**Ensure that Zoning Sign(s) are installed on the subject property by the required date. Refer to the Development Schedule and Zoning Sign documents included herein for more information. Failure to submit verification of the sign installation by the required deadline, may result in a delay upon scheduling the P&Z meeting.**

Preparer's Signature \_\_\_\_\_