

ZONING REQUEST CHECKLIST

PROVIDE COMPLETED CHECKLIST SIGNED BY PREPARER WITH APPLICATION

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 current tax certificate or statement showing there are no delinquent taxes
- Payment of all review fees (see schedule of fees)
- A compact disc (CD) or flash drive with .dwg and .pdf files of all plat/plans and exhibits
- A legal description (metes and bounds) of the property to be annexed on 8.5" x 11" paper titled as "Exhibit A" and sealed and signed by a surveyor
- One (1) 24" x 36" (**unbound and folded to 9" x 12"**), and three (3) 8.5" x 11" copies of an annexation 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."

Preparer's Signature _____