

Letter of Intent Requirements

- For site plan requests:
 - Define acreage of subject property.
 - Describe in detail the location of the property.
 - Proposed use
 - Special consideration
- For zoning requests:
 - Define acreage of subject property
 - Provide detailed justification and/or supporting documentation as to why the applicant is requesting to rezone the subject property to a specific zoning district/planned development.
 - Describe any other special considerations or unique characteristics of subject property
- For plats/replat request:
 - Define acreage of subject property.
 - Describe, in detail, the location of the property
 - List any special considerations
- All other plans
 - Please describe the project.

The Letter of Intent must provide the signature and contact information of the owner or applicant