



# Change of Zone Application

File Name: \_\_\_\_\_

Date Stamp

File Number: \_\_\_\_\_

A Land Use Application for a Change of Zone is deemed complete when it is accompanied by the required items identified below. Please be advised that additional information may be required during the review process in order to respond to or resolve particular issues. No application shall be considered complete if any of the required information is missing.

**Requested Zoning:** \_\_\_\_\_ **Comprehensive Plan Designation:** \_\_\_\_\_

## REQUIRED ITEMS

- 1. Land Use Application Cover Sheet.
- 2. A full legal description of the property.
- 3. Three folded copies of a site plan (no larger than 11" x 17"), drawn to scale, showing:
  - A. Date, scale and north arrow;
  - B. Existing and proposed right-of-ways and improvements;
  - C. Existing and proposed utilities;
  - D. Existing natural features;
  - E. Existing and proposed structures and other improvements;
  - F. The location of proposed parking;
  - G. All structures, natural features and other improvements on abutting property.
- 4. Application fee.

For Staff Use ONLY	
Verified	Waived

I/We certify that the information provided in this application, including all submittals are attachments, is true and correct to the best of my/our knowledge.

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

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

	FOR STAFF USE ONLY			
	DAC	Planning Commission	City Council	BOA
Owner	n/a			n/a
Contact				
Applicant				

REVISED: 01.2014