

Section 9.02 - Application Forms

ZONING CHANGE APPLICATION

SECTION 1. APPLICANT/OWNER INFORMATION
Please Print or Type

Applicant/Developer: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Applicant's Status: (Check One) Owner Tenant Prospective Buyer

Property Owner must sign the application or submit a notarized letter of authorization.

Owner: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

Signature of Applicant
Date: _____

Signature of Owner Printed Name of Owner
Date: _____

Engineering Firm: _____ Contact Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____ E-mail: _____

SECTION 2. ZONING CHANGE REQUEST INFORMATION

Property Location: _____

Legal Description:
Lot(s): _____ Block(s): _____ Subdivision Name: _____

Unplatted Property Description:
Abstract Name & Number: _____ Tract Number(s): _____
If property is not platted, please attach a metes and bounds description.

Current Zoning: _____ Proposed Zoning: _____

Current Use of Property: _____

Proposed Use of Property: _____

Justification for Requested Zoning Change:

A detailed letter of justification and/or exhibits shall accompany this application.

ZONING CHANGE APPLICATION

SECTION 3. CHECKLIST

(Please provide each of the items below & initial next to each item or write N/A)

The application fee

Seven (7) 22" x 34" or 24" x 36" copies are needed, collated and folded to 9" x 12" paper size; electronic copy is recommended upon submittal date.

A narrative statement that includes:

- Current and proposed zoning or use
- A statement of the need for the proposed zoning change
- Compatibility of proposed zoning with surrounding zoning and land uses.
- Descriptions that show in what ways the proposal is consistent with the City's Master Plan.
- You may also choose to address the decision criteria on with the Planning and Zoning Commission and City Council will base their decision.
 - 1) Whether the uses permitted by the proposed change will be appropriate in the immediate area concerned and their relationship to the general area and the City as a whole, and in compliance with the Future Land Use Plan.
 - 2) Whether the proposed change is in accord with any existing or proposed plans for providing streets, water supply, sanitary sewers, and other utilities to the area, and shall note the findings.
 - 3) The amount of vacant land currently classified for similar development in the vicinity and elsewhere in the City, and any special circumstances which may make a substantial part of such vacant land unavailable for development.
 - 4) The recent rate at which land is being developed in the same zoning classification as the request, particularly in the vicinity of the proposed change.
 - 5) How other areas designated for similar development will be, or are unlikely to be, affected if the proposed amendment is approved.
 - 6) Any other factors which will substantially affect the health, safety, morals, or general welfare.

A metes and bounds description of the property to be rezoned sealed by a surveyor.

A 24" by 36" scaled exhibit showing the subject property with metes and bounds labels and important physical features such as existing structures, topography, roadways, or creeks.

A 24" by 36" aerial exhibit of the subject property showing the locations of trees in accordance with Section 8.19

Any drawings the applicant considers necessary to demonstrate the case for rezoning. Drawings of the site should to scale.

Evidence of communicating the proposal with the adjacent neighborhood

Additional information or drawings, operations data, or expert evaluation when considering the application, including traffic studies and drainage studies as required by the Development Review Committee