

Our Mission...

...to be responsible stewards of the public trust, to strive for excellence in public service, and to enhance the quality of life for all.

Zoning Application



Application For Zoning Change Planned Development Special Use Permit

A submittal application is not official until all the following are delivered to and acknowledged by the City and the City issues a payment receipt.

- This application signed, with all information complete and accurate.
- Required drawings on one USB flash drive
 - A zoning exhibit in PDF Format
 - Development Standards (if PD or SUP)
 - A legal description of the property in PDF format
- Completed Zoning checklist
- Filing Fee: \$325 plus \$15 per acre

Name of Proposed Development: _____

Address or Legal Description: _____

Acreage: _____ Current Zoning: _____ Proposed Zoning: _____

Name of Applicant: _____ Signature: _____

Address: _____

Phone: _____ E-mail: _____

Name of Property Owner (if not applicant): _____

Property Owner signature (if not applicant): _____

Name of Engineer: _____

Address: _____

Phone: _____ E-mail: _____

Office Use Only

Date Received: _____ P&Z Date: _____ CC Date: _____

Planner: _____ Engineer: _____

Amount Received: \$ _____ Receipt Number: _____ Ver 2019.9.9

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Zoning Checklist



Following are informational requirements to be located on zoning exhibits. Each item should be located on the zoning exhibit as indicated or where appropriate. As part of the review process, additional information may be requested.

- Zoning Exhibit prepared by a registered engineer, architect, or landscape architect scaled for 24"x 36".
- Show the name of the project, name of owner, engineer, architect, surveyor, etc. with addresses, phone numbers, and email.
- Show date of drawing, graphic scale, north arrow, location map, and legend.
- Provide proposed development schedule
- Show the entire lot or site area with boundary dimensions, lot size, and proposed use.
- Show adjacent property subdivision names, property lines, zoning, and structures (if within 50 feet of property line).
- Show building locations, footprints with dimensions, square footage, setbacks, residential proximity (if applicable), and lot coverage.
- Show the location, layout and dimensions of all off street parking, drives, ingress and egress points, fire lanes, access easements, rights-of-way, alleys, sidewalks, loading areas, and turnarounds.
- Show the location of all existing and proposed utilities, easements, drainage systems or storm water control elements and flood plain designation..
- Zoning signs posted as required by Section 8.1.2 of the Zoning Ordinance
- Any presentations (optional) shall be submitted Monday the week prior to the meeting.

Zoning Case: _____	Number of Signs: _____
Zoning sign placed by: _____	Signature: _____
Phone: _____	Email: _____
Staff Signature: _____	
Returned Staff Signature: _____	Return Date: _____

Ver 2020.4.2