

REZONING CHECKLIST FOR PROPERTY OWNER

Submit Rezoning application 30 days prior to Planning and Zoning Meeting (Planning and Zoning meets 3rd Tuesday of the month)

In addition to application, applicant must provide:

- Vicinity Map**
- Proof of Ownership (Deed)**
- Legal Description of Property (preferably survey)**
- List of all property owners within 500 feet**
- Stamped envelopes addressed to property owners**
- \$100.00 filing fee**

Post sign on property – Sign will be provided to applicant

Existing Survey

- Lot Dimensions (Survey)** _____
- Existing Improvements Indicated** _____
- Zoning of Property** _____
- Zoning of Adjacent Property** _____

Proposed Survey

- Proposed Building** _____
- Parking Requirements & Layout** _____
- Buffer Zones** _____
- Driveway Access** _____
- Drainage** _____
- Overall Site Layout** _____

- Sight Distance** _____
- Deed Covenants** _____

