

APPLICATION REQUIREMENTS



Zone Change

Edited 6/29/15

REVIEW CRITERIA: A proposal for the establishment or change of zone district boundaries may be approved by the City Council only if the following findings are made:

1. The action will not be detrimental to the public interest, health, safety, convenience or general welfare.
2. The proposal is consistent with the goals and policies of the Comprehensive Plan.
3. Where a master plan exists, the proposal is consistent with such plan or an approved amendment to such plan. Master plans that have been classified as implemented do not have to be amended to be considered consistent with a zone change request.

Existing Zone:

Proposed Zone:

SUBMITTAL CHECKLIST: The following items will need to be included in any review submittal for a change of zone.

Applicant

Planner

General Development Application Form

If the proposed zone change application is for one of the following zone districts, you are required to submit a separate

Concept Plan application or concept statement and associated fee:

R-4	C-5	M-1	OC
R-5	C-6	M-2	

If the proposed zone change is for one of the following zone districts, you are required to submit a separate **Concept Plan application and concept statement** and associated fee:

PBC	PIP-1	PIP-2
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If the proposed zone change is for one of the following districts, you are required to submit a separate **Concept Plan** and associated fee:

PCR	HR Overlay
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Concept Statement: *The concept statement must describe the intent, general uses, access, range of square footage, free-standing buildings or one or more larger buildings and how the property will relate to the surrounding properties. If a concept plan is required to be submitted in conjunction with the zone change application, the applicant must submit a separate Concept Plan Application and associated fee. The applicant has the alternative to bypass the concept plan and alternatively submit a development plan.*

If the proposed zone change is for one of the following districts, you are required to submit a separate **Development Plan application** and associated fee:

OR	PF**	DFOZ Overlay
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A Project Statement identifying the following: (# TBD by Planner)

1. A clear description of the proposed zone change;
2. A justification based on the review criteria why the proposed zone change should be approved; and
3. An issue list stating how each of the pre-application issues, as communicated to the applicant/owner by the reviewing planner has been addressed.

A legal description and drawing of the property to be re-zoned. Subdivision names must be as shown on the recorded plat and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds. Easements not on the parcel should not be included.

4 copies of a **Drainage Report**, prepared by a qualified engineer will be required, unless waived in writing by the Engineering Development Review (EDRD).

4 copies of a **Traffic Study**, prepared by a qualified Engineer may be required, unless waived in writing by the City Subdivision Engineering Review Team (SERT).

A copy of the **Pre-Application Meeting Summary** from the assigned City Planner

Mineral Estate Owner Notification Certification Affidavit

** A zone change to PF may be submitted/approved without a development plan, but a development plan must be approved prior to the issuance of a building permit.