



# Rezoning Checklist

**APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED**

For a complete list of required guidelines, refer to Section 1103.06 of the City Code

Applicant Check-in		City Check-in
	<b>Electronic file(s) and printed copy of the following:</b> <ol style="list-style-type: none"> <li>1. Written request describing and defining the proposed rezoning.</li> <li>2. Legal description and street address of the property proposed to be reclassified.</li> <li>3. A map, drawn to scale, clearly showing the property proposed to be rezoned, its present zoning classification, existing uses, and its initial use under the proposed zoning and, if deemed necessary by the City, a land survey will be required.</li> <li>4. Proof of ownership of property or signature of property owner on the application.</li> </ol>	
	<b>Permit application fee: \$300.00</b>	
	<b>Completed application form</b>	
	<b>Other (if applicable)</b>	

ALL PLANNING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED REVIEW COSTS. LEGAL, ENGINEERING, AND ASSOCIATED REVIEW COSTS ARE THE RESPONSIBILITY OF THE APPLICANT