



Zone Change/Master Plan Amendment

Project Information

Project Name _____

Project Location _____

Assessor's Parcel Number(s) _____

Existing Zoning/Land Use _____

Gross Acres _____

Proposed Zoning/Land Use _____

Gross Acres _____

Please attached Letter of Expected Impact (see checklist on back)

Applicant Signature _____

Date _____

Applicant Information

Property Owner(s) _____

Mailing Address _____

Phone No _____

Email _____

Fax No _____

Applicant (if different than Owner) _____

Mailing Address _____

Phone No _____

Email _____

Fax No _____

Contact Person/Representative (if different than Owner) _____

Mailing Address _____

Phone No _____

Email _____

Fax No _____

Office Use Only

Case No _____

Application Fee \$ _____

Date Received _____

Noticing Fee \$ _____

Received By _____

Planner _____

Checklist

Please use the following list to prepare your complete application. If any information is missing, inaccurate or incomplete, the application will be deemed invalid and **will not** be accepted for processing.

- Application fee of \$600 is due upon submittal.
- Noticing Fees: Please contact us to calculate your fee. \$10 per notice with a required minimum of 30 notices. Any notice above the quantity of 300 is \$5 each. The fee amount and number of public notices is determined by the type of project and a specified distance from the project.
- One (1) original signed application.
- One (1) original, current and fully signed Affidavit(s) plus one (1) copy.
- One (1) original legal description of the property plus one (1) copy. (A metes and bounds description is required if the property is not platted.)
- One (1) original scaled map of the property, correlating with the legal description and clearly showing the property's location and size in square feet or acres to be rezoned plus one (1) copy.
- Two (2) 24" x 36" site development plan **folded to 9" x 12" size**.
- One (1) original 8 ½" x 11" site development plan plus one (1) copy.
- One (1) original Letter of Expected Impact plus one (1) copy addressing the following issues:
 - The proposed time schedule for development.
 - The source/method for providing utility/infrastructure services to the property.
 - A trip generation comparison of existing and proposed zoning. A description of existing road conditions and any new roads to be included in the development and/or the effect of the proposed development on existing roads and traffic conditions. Also, please refer to [Master Plan Policy TR.1.8.2](#).
 - Declaration of the property's status relative to the floodplain information provided by FEMA.
 - A list of any State, Federal or other public agency approvals or permits required for the proposed development.
 - The effect that the development of the property may have on surrounding properties.
 - The existing zoning districts of adjacent properties.
 - The existing land uses on adjacent properties.
- A digital copy of the submittal is required in the following formats:
 - All site plans must be in AutoCAD Version 14 or higher, DWG format.
 - All architectural renderings and building elevations must be in TIF, JPEG or PDF format.
 - All other documents can be submitted in TIF, JPEG, PDF or DOC format.