



REZONE APPLICATION CHECKLIST

The following checklist is intended to identify the standard information and items that are necessary for the Planning Division to process your Rezone application. Additional information may be required, depending on the specific project. Please contact the Planning Division for details on your specific use.

The following items are required for a complete application:

1. **COMPLETED AND SIGNED PLANNING PERMIT APPLICATION FORM.**
2. **WRITTEN STATEMENT.** Describe the project in detail and state the reasons for the project, including the City's potential benefits and costs. This shall include the attached "Justification for Rezoning" questionnaire.
3. **TITLE REPORT.** A preliminary title report prepared within three months of filing application, including a complete legal description.
4. **AREA DEVELOPMENT MAP drawn to scale.** Exhibit should show proposed development, surrounding land uses, streets and driveways and structures within 300' of subject parcel. Drawings should be accurately drawn to scale. This area map is a separate requirement from a specific, detailed site plan. If other permits, such as a use permit, are processed simultaneously with this application, the detailed site plan and other requirements of that application will need to be submitted as well.
5. **REDUCTION.** All plans submitted shall include legible reductions no larger than 11" x 17" to provide for photocopying on standard office equipment.
6. **AUTHORIZATION FORM** to enter private property.
7. **PROPERTY OWNER'S AUTHORIZATION LETTER** is required if the applicant is not the owner of the subject property, including a statement that the property owner authorizes someone else to act on their behalf in all or partial dealings with the application.
9. **ENVIRONMENTAL ASSESSMENT FORM** must be completed. Additional information such as traffic reports, noise studies, biological surveys, wetlands delineation, archaeological surveys, or visual impact studies may be required in order to complete the environmental review process.
10. **APPLICATION AND ENVIRONMENTAL REVIEW FEES** are required at the time the application is submitted to the Planning Division.
11. **OTHER:**

6. **Time schedule for development (if applicable)**

7. **Additional exhibits submitted by the applicant:**

8. **What changes or events have occurred or what new evidence has arisen since the zoning was adopted which now warrants a change?**

9. **Have detailed neighborhood plans, marketing studies, or other reports revealed the need for a rezoning? If yes, please provide a copy of each report or describe which reports were completed.**

10. **Describe the effect the proposed change will have on surrounding uses.**

11. **Describe any other issues, benefits, or impacts to the City.**