



Zoning Advisory Committee

Checklist

Department of Planning, Engineering, & Permits

- Completed application with fee paid.**
 - Fee is non-refundable.
 - Please put the person who will be attending the meetings down as the applicant. This is the person staff will be communicating with.
 - Fees
 - Single-Family: \$750
 - Multi-Family: \$1,000
 - Commercial:\$1,250

- Owner's Permission**
 - Staff must have the current owner's permission for the applicant to rezone the property.
 - If the owner has recently bought the property and tax records have not been updated a copy of the deed must be provided.

- Legal description**
 - Applicants must provide their own legal description and confirm that it is correct. If you are unsure the legal description is correct the only way to confirm a legal description is to have the property surveyed.

- Site Plan**
 - Minimum 8.5 x 11.
 - Please include the total square footage of the building.
 - Location, size, and height of all existing and/or proposed structures.
 - Setback (yard setbacks) dimensions for all existing and/or proposed structures, including main buildings, accessory structures, and dumpster location.
 - Parking and maneuvering areas. Number of parking spaces is determined by the proposed use.
 - Driveways and walkways.
 - Height and location of all signage, fences, walls, and appurtenances.
 - Any type of site beautification, including landscaping, for any new construction you must include a landscaping plan.
 - Traffic impact study or geotechnical report – to be determined by Staff



Site Plan Continued

- Description of Proposed Use – should include all uses that will occur on property (now and in the future), hours of operation, number of employees etc.
- Landscaping plan: must include: species, sizes, quantities, and specific locations for each plant.

Once all of this information has been submitted Staff will schedule you to present to the neighborhood association where the property is located. The neighborhood association must take a recorded vote on the rezoning request and they must send staff their vote for the request to move forward in the process. By law notices of any public hearing must be sent out 6 days in advance. After the neighborhood vote has been recieved staff can put you on the ZAC agenda. Staff must have 6 days to send out public notices to all adjacent property owners within a 500 ft radius.

After you have presented to the neighborhood association you will present to the Zoning Advisory Committee (ZAC). The ZAC will vote whether or not to recommend your request to the Planning and Zoning Committee. The ZAC can decide to continue your case until the next meeting. At least four members must be present to hold a meeting. If four members are not available the meeting will be cancelled due to lack of a quorum.

After ZAC you will present to the Planning and Zoning Committee (P&Z). P&Z will vote whether or not to recommend your case to City Council. P&Z can also vote to continue your case until their next meeting.

After P&Z the rezoning request goes before City Council. City Council is the deciding vote.

This is a 3-4 month long process.