



## Zone Change Application Requirements

**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.

<u>Applicant</u>	<u>Planner</u>
<input type="checkbox"/> <b>General Development Application Form</b>	<input type="checkbox"/>
1 copy of a <b>Project Statement</b> identifying the following:	
<input type="checkbox"/> <ol style="list-style-type: none"> <li>1. A clear description of the proposed zone change;</li> <li>2. A justification based on the review criteria why the proposed zone change should be approved; and</li> <li>3. A description of how each issue, as communicated by the reviewing Planner, has been addressed.</li> </ol>	<input type="checkbox"/>
<input type="checkbox"/> <b>Mineral Estate Owner Notification Certification Affidavit</b>	<input type="checkbox"/>
1 copy of either a <b>Concept Plan or Development Plan</b> showing all "Plan Contents" listed in their respective checklists. A <b>Concept Statment</b> may be an acceptable alternative to the above plans if rezoning to either of the following districts: A, R, R1-9000, R1-6000, R-2, PF, or PK.	
<input type="checkbox"/> <i>If rezoning to:</i>	<input type="checkbox"/>
PF: A development plan must be approved prior to the issuance of a building permit	
OR: A development plan is required at the time of the request to establish the zone district	
DFOZ Overlay: A development plan is required at the time of the establishment of the parent zone district	
<input type="checkbox"/> A copy of the <b>Pre-Application Meeting Summary</b> from the assigned City Planner	<input type="checkbox"/>
A <b>legal description</b> and <b>drawing</b> of the property to be rezoned. Subdivision names must be as shown on the recorded plat	
<input type="checkbox"/> and include the Book and Page or Reception Number. Any exceptions must be completely written out in metes and bounds for the entire boundary of the Zone Change. Easements not on the parcel should not be included.	<input type="checkbox"/>
<input type="checkbox"/> All plans, documents, and reports uploaded to <b>Dropbox</b> folder (Planner to send folder invite link through email)	<input type="checkbox"/>

**REPORTS & STUDIES:** *(requirement to be determined at the pre-application or LDTC meetings)* These reports and studies must be prepared by an appropriate qualified professional.

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|---|--------------------------|
| <input type="checkbox"/> 2 copies of a <b>Drainage Report</b>         | <input type="checkbox"/> |
| <input type="checkbox"/> 2 copies of a <b>Traffic Impact Analysis</b> | <input type="checkbox"/> |
| <input type="checkbox"/> 2 copies of a <b>Geologic Hazard Study</b>   | <input type="checkbox"/> |