



OFFICE
USE
ONLY

ZONING APPLICATION

(Applications are due by 12pm the Wednesday prior to the Planning & Zoning Meeting)

APPLICANT / AGENT* _____ PHONE NUMBER _____

MAILING ADDRESS _____

E-MAIL _____ FAX _____

OWNER _____ PHONE NUMBER _____

MAILING ADDRESS _____

E-MAIL _____ FAX _____

***All City correspondence will be with the applicant/agent only**

LOT INFORMATION

PARCEL ID # _____ TAX ID # _____

PROPERTY ADDRESS _____

LEGAL DESCRIPTION _____

LOT _____ BLOCK _____ SUBDIVISION _____

SECTION _____ TOWNSHIP _____ RANGE _____ ACRES _____

ZONING INFORMATION

CURRENT ZONING _____

EXISTING SURROUNDING ZONING - NORTH _____ SOUTH _____ EAST _____ WEST _____

CURRENT LAND USE _____

PHYSICAL CHARACTERISTICS OF PROPERTY _____

EXISTING UTILITIES ON PROPERTY _____

PROPOSED ZONING _____

PROPOSED LAND USE _____

GENERAL DESCRIPTION OF REQUEST _____

PROPERTY SKETCH

A sketch of the subject property, containing the following information, is required to be submitted with this application.

1. Sketch property boundaries with measurements (in linear feet) of all sides
2. Show all existing structures on the property
3. Include proposed new legal description
4. Indicate how access is achieved from the property to the public right of way
5. Show all easements, specials restrictions and existing underground infrastructure
6. Indicate location of floodway, floodplain and flood hazard areas
7. Indicate "NORTH" on the sketch

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. THE GRANTING OF THIS PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY FEDERAL, STATE OR LOCAL LAW.

Signature of Applicant / Agent

Date

Signature of Owner

Date

OFFICE USE ONLY BELOW THIS LINE

APPLICATION REVIEW

- Application Complete
- Fees Paid
- Check property for floodway, floodplain or SFHA status
- Planning & Zoning Commission for consideration and recommendation
- Set hearing date with City Council
- Certified letters sent to property owners within 150 ft of subject property, 10 days prior to hearing date
- Conduct hearing with City Council
- Scan documents to address file

PLANNING & ZONING COMMISSION Meeting Date _____ Action _____

Notes _____

CITY COUNCIL Meeting Date _____ Action _____

Notes _____

Application Fee \$ _____ Date Paid _____ Cash/MO#/Check# _____ Receipt # _____