



# Rezoning, Zoning Ordinance & Master Plan Amendment Application

## 1. Identification

**Applicant Name**

Address

City/State/Zip Code

Phone ( ) Fax ( )

Interest in the Property (e.g. fee simple, land option, etc.)

**Property Owner** (if other than applicant)

Address

City/State/Zip Code

Phone ( ) Fax ( )

## 2. Property Information

Street Address

Sidwell Number

Legal Description

Zoning District

Area Width Depth

Current Use(s)

Zoning District of Adjacent Properties to the:

North South East West

**3. Information Required.** The applicant must submit the following information with the application in accordance with Article 14 of the Zoning Ordinance:

**a. Rezoning (Amendment to the Official Zoning Map)**

A legal description and street address of the subject property, together with a map identifying the subject property in relation to surrounding properties.

The name, signature and address of the owner of the subject property, a statement of the applicant's interest in the subject property if not the owner in fee simple title, or proof of consent from the property owner.

The existing and proposed zoning district designation of the subject property.

A site analysis site plan illustrating existing conditions on the site and adjacent properties; such as soil conditions, drainage patterns, views, existing buildings, any sight distance limitations and relationship to other developed sites and access points in the vicinity of the property.

A conceptual plan demonstrating that the site could be developed with representative uses permitted in the requested zoning district meeting requirements for setbacks, wetland buffers, access spacing, any requested service drives and other site design factors.

A written environmental assessment describing site features and anticipated impacts created by the host of uses permitted in the requested zoning districts.

A traffic impact analysis should be provided if any use permitted in the requested zoning district could generate 100 or more peak hour directional trips, or 1,000 or more vehicle trips per day; the traffic study should contrast the daily and peak hour trip generation rates for representative use in the current and requested zoning district; the determination of representative uses shall be made by the Plan Commission with input from City staff and consultants.

A written description of how the requested rezoning meets Section 14.04 of the Zoning Ordinance. This can be achieved by completing **Section 4. Rezoning Criteria** of this application form, or can be completed separately and attached to this form along with the materials listed above.

**b. Zoning Ordinance or Master Plan Amendment**

In the case of an amendment to the Zoning Ordinance or Master Plan, other than an amendment to the official zoning map, a general description of the purpose and intent of the proposed amendment shall accompany this application.



- e. The capacity of City infrastructure and services sufficient to accommodate the uses permitted in the requested district without compromising the “health, safety, and welfare” of the City:
  
- f. The apparent demand for the types of uses permitted in the requested zoning district in the City in relation to the amount of land in the City currently zoned to accommodate the demand:
  
- g. Where a rezoning is reasonable given the above criteria, a determination shall be made that the requested zoning district is more appropriate than another district or amending the list of permitted or special land uses within a district:

**5. Completing the ZO/MP Amendment Application.** The following checklist includes all documents required for the Community Development Director to declare the application complete and begin the ZO/MP Amendment process. All items are due three (3) weeks prior to the Plan Commission meeting:

Payment in full of the required fee.

Four (4) copies of the completed application form in addition to a CD containing all application materials.

A copy of the complete legal description of the property (in the case of a rezoning).

Proof of property ownership (in the case of a rezoning).

