

Location and boundaries, including dimensions, of the property(s) proposed for rezoning.

The acreage or square footage contained within the property proposed for rezoning.

All existing land uses in the proposed rezoning area.

Zoning and existing land uses on all lands adjacent to the proposed rezoning.

The location and dimensions for all existing public rights-of-way including streets, and centerlines of water-courses within and adjacent to the rezoning.

The names of all adjoining subdivisions with lines of abutting lots, and departing property lines of adjoining properties not subdivided.

Certificate blocks for Surveyor, Planning Commission, Board of Trustees, and County Clerk and Recorder.

An AutoCAD™ drawing file of the zoning amendment map.

A written statement describing the proposal and addressing the following points:

Need for the proposed rezoning;

Present and future impacts on the existing adjacent zone districts, uses, and physical character of the surrounding area;

Impact of the proposed zone on area accesses and traffic patterns;

Availability of utilities for any potential development;

Present and future impacts on public facilities and services, including, but not limited to, fire, police, water, sanitation, roadways, parks, and schools;

The relationship between the proposal and the Town Comprehensive Plan; and

Public benefits arising from the proposal.

6. Land Use Application Form and Application Fee

7. A current list (not more than thirty (30) days old) of the names and addresses of the surrounding property owners (within three hundred (300) feet of the property), mineral estate owners and appropriate ditch companies in an Excel™ spreadsheet.

8. Signed Fee Agreement Form and Deposit

Applicant Certification

Sign in blue ink. Attach additional pages with certification language and signatures if more than two applicants.

I (We) certify this application and all submittals hereto are complete and accurate.

Applicant(s) _____ Date _____

Applicant(s) _____ Date _____

Staff Use Only

Upon acceptance of this application by the Town as a complete application, a copy of this form, with anticipated hearing dates, shall be provided to the applicant by the Town. Anticipated hearing dates may not be actual hearing dates depending upon referral comments received by the Town.

Application Accepted Date _____ By _____

Fees Accepted Date _____ Amount _____ By _____

Application Determined Complete Date _____ By _____

Planning Commission Public Hearing Date _____

Board of Trustees Public Hearing Date _____

1. Applicant submits forty-four (44) copies, nineteen (19) of which are bound in D-ring binders, of the application to the Town Clerk.
2. Town Clerk sends notice of public hearing.
3. Town Clerk publishes notice in a newspaper of general circulation.
4. The applicant posts signs on property. A picture and affidavit of posting signed and dated by the applicant submitted to the Town Clerk.
5. Applicant submits three (3) 24" x 36" mylars, one paper copy and an electronic CD of the zoning amendment map to the Town Clerk after Board of Trustee approval.