Application Checklist

**rezoning**

**A. Your submittal must include the following:**

1. A letter requesting City Council initiation, describing the project, identifying the project contact person(s) and any other information relevant for City's staff review. If the applicant is other than the legal owner, the applicant's interest shall be indicated and the legal owner's authority to apply shall be included in a certified legal form.
2. One (1) PDF copy of the rezoning sketch
3. Other information deemed necessary by the Director of Development Services for the review of the proposed project.

**B. Your Rezoning Sketch shall include at least the following:**

1. Legal description including total area of the property.
2. Date, compass point, legend of symbols and scale (written and graphic).
3. Vicinity map that accurately represents the area including recent developments.
4. Address(es), if assigned.
5. Name, address and contact information of owner(s) of subject property.
6. Name, address and contact information of applicant.

1. Notation of existing Comprehensive Plan land use designation.
2. Notation of existing Zoning District or if Planned Unit Development (PUD) name and underlying zoning and requested proposed zoning.
3. Existing and proposed land use densities.
4. Existing Comprehensive Plan land use designations, Zoning, and land uses for adjacent properties.
5. Other considerations pertinent to the proposed use may be requested for illustration or statistical purposes.