

Zone Change

PZ-ZC

ONLINE SUBMITTAL REQUIREMENTS (please scan or provide an electronic copy of the following):

- Be prepared with a Parcel Number or Site Address (if multiple, select one initially and the others can be added later in the application form)
- Be prepared with the acreage of the proposed change (If less than 1, type "1.")
- You must be the property owner or a representative of the property owner and certify as such in the online application form
- Citizen Participation Plan and Report (see [Citizen Participation Brochure](#) for details)
- Typewritten Narrative - describing the request in detail and conformance to the Findings of a Zone Change (see [Zone Change Brochure](#)).
- Site Plan - scaled and dimensioned, detailing property boundaries, existing improvements and uses, and proposed improvements and uses.
- Non-refundable Filing Fee

OTHER SUBMITTAL ITEMS (THAT MAY BE REQUESTED BY A PLANNER) INCLUDE:

- Pre-application meeting
- Pre-application meeting waiver if applicable
- Copies of recorded easements if applicable
- Traffic Study with Traffic Impact Statement/Analysis as applicable