


<b>Complete</b>	<b>N/A</b>	<h1 style="margin: 0;">Zoning Change Process</h1> 
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		Pre-application meeting (optional/recommended)
		Complete planning and development application
		Complete zoning change process checklist
		Zoning change application fee
		Legal description (metes and bounds) of the subject property prepared by a Registered Professional Land Surveyor
		Letter to the Planning and Zoning Commission that details the intent of the zoning change request
		Zoning Exhibit that serves as a survey of the property. The applicant should email a copy of this, in PDF format, for staff review, prior to the application deadline. This survey should include:
		Title block (property address, subdivision, block, lot, abstract number, survey name, date)
		Names and contact information for the applicant, property owner, and surveyor/engineer
		North arrow, scale (minimum 1"=100'), and location
		Property boundaries - bearings and dimensions
		Legal description (metes and bounds) for the property to be re-zoned
		Property size
		Existing and proposed zoning
		Abutting properties (owner's name, subdivision, zoning, and lot size)
		Existing conditions on the site - natural features (tree groupings, creeks, drainage features, 100-year floodplain) and man-made features (structures, private streets and access drives, public and private utility infrastructure)
		Adjacent public right-of-way, public or private easements, existing and proposed parkland and open space
		Conceptual lot layout for properties that will be subdivided
		Deed Restrictions
		Any additional information that is deemed relevant to this request

_____ Preparer Signature	_____ Date
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**Staff Comments:**