



**PLANNING AND ZONING COMMISSION
APPLICATION**

Date Received: _____ Initials: _____

Project Number: _____ Case Number: _____

1. TYPE OF REQUEST (Check all that apply and see pages 2 & 3 for required submittals)

- a) Map Amendment (Rezoning)- *Site Plan not required*
 - Current Zoning District: _____
 - Proposed Zoning District: _____
- b) Text Amendment
- c) Special Use
- d) Nonconforming Use Change
- e) Special Permit Signs
 - _____ (i): Local Sign Regulation/Shopping Center Signs
 - _____ (ii): Special Permit (Inflatable, Off-Premise or Rooftop Signs)
- f) Official Development Plan
- g) Preliminary / Final Subdivision Plat / Survey Plat
- h) Residential Cluster Development
- i) Annexation

2. PROPERTY INFORMATION (Complete for All Request Types)

- a) Address(es): _____
Attach additional sheets if necessary
- b) Parcel ID Number(s): _____
Attach additional sheets if necessary
- c) Parcel Area (acres or square feet): _____
- d) Current Zoning District: _____

3. SPECIAL USE AND NONCONFORMING USE CHANGE DEVELOPMENT INFORMATION (Complete for Request Types c, d, e, f & h)

- a) Use: _____ / _____
Existing Use Proposed Use
- b) Building Area (square feet): _____
- c) Building Height (feet): _____
- d) Parking Spaces Provided: _____ / _____ Parking Required: _____ / _____
Total Accessible Spaces Total Regular Spaces Total Accessible Spaces Total Regular Spaces
- e) Requested Waivers and Additional Information (Attach additional sheet as needed): _____

4. SUBDIVISION AND OTHER PLAN DEVELOPMENT INFORMATION (Complete for Request Types g, h & i)

- a) Type of Development: ___ Single-Family Detached ___ Single-Family Attached ___ Multi-Family ___ Other Development (*Describe Below*)

- b) Plat/Plan Name: _____
- c) Number of Lots/Units: _____
- d) Number of Duplex Lots: _____
- e) Fire District: _____
- f) School District: _____
- g) Library District: _____
- h) Are Private Streets Proposed?: _____
- i) Is the Project Within City Limits?: _____
- j) Type of Sewer Provided: _____
- k) If Not, Has Project Been Submitted to the County?: _____
- l) Requested Waivers and Additional Information (Attach additional sheet as needed): _____

ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

a) MAP AMENDMENT (REZONING)

- _____ Completed Application and Fee
- _____ Legal Description on a compact disc or appropriate digital media (MS Word format)

b) TEXT AMENDMENT

- _____ Completed Application and Fee
- _____ Proposed amendment language (attached)
- _____ Proposed amendment on a compact disc or appropriate digital media (MS Word format)

c) SPECIAL USE

- _____ Completed Application and Fee
- _____ 1 full-size site plan (see Article 2.9 of the Unified Development Code for site plan requirements)
- _____ Building Elevations
- _____ Electronically Formatted Site Plan, Elevations (PDF format) and Legal Description (MS Word format) on a compact disc or appropriate digital media
- _____ Estimated Traffic Generation (Refer to I.T.E. standards)
- _____ If the property is zoned CG or C-2, a Development Impact Statement is required. (see Page 3 or Article 2.9.5 of the Unified Development Code for requirements)

d) NONCONFORMING USE CHANGE

- _____ Completed Application and Fee
- _____ 1 full-size site plan (see Article 2.9 of the Unified Development Code for site plan requirements)
- _____ Site Plan & Building Elevations
- _____ Electronically Formatted Site Plan, Elevations (PDF format) and Legal Description (MS Word format) on a compact disc or appropriate digital media
- _____ Estimated Traffic Generation (Refer to I.T.E. standards)

e) SPECIAL PERMIT SIGNS

- _____ Completed Application and Fee
- _____ 1 full-size site plan showing the location of the sign, property lines, parking areas, and buildings (see Page 3)
- _____ Sign Elevations / Illustrations
- _____ Site Plan & Elevations
- _____ Electronically Formatted Site Plan, Elevations (PDF format) and Legal Description (MS Word format) on a compact disc or appropriate digital media

f) OFFICIAL DEVELOPMENT PLANS

- _____ Completed Application and Fee
- _____ 1 full-size site plan (see Article 2.10 of the Unified Development Code for site plan requirements)
- _____ 1 overall site plan
- _____ Building & Sign Elevations / Illustrations
- _____ Official Development Plan and all supportive materials
- _____ All Documents Electronically Formatted (PDF format) and Legal Description (MS Word format and within Development Plan) on a compact disc or appropriate digital media

g) PRELIMINARY / FINAL SUBDIVISION PLAT

- _____ Completed Application and Fee
- _____ 1 full-size plat drawn to a scale of 1' = 100' (see Article 2.13 of the Unified Development Code for plat requirements)
- _____ 1 plat reduced to 8 1/2" X 11"
- _____ Electronically Formatted Plat (AutoCAD 2007 DWG and PDF format) and Legal Description (MS Word format) on a compact disc or appropriate digital media

h) RESIDENTIAL CLUSTER DEVELOPMENT

- _____ Completed Application and Fee
- _____ 1 full-size plat drawn to a scale of 1' = 100'
- _____ 1 plat reduced to 8 1/2" X 11"
- _____ Electronically Formatted Plat (AutoCAD 2007 DWG and PDF format) and Legal Description (MS Word format) on a compact disc or appropriate digital media

i) ANNEXATION

- _____ Completed Application
- _____ Completed Annexation Agreement
- _____ 1 full-size plat drawn to a scale of 1' = 100'
- _____ 1 plat reduced to 8 1/2" X 11"
- _____ Electronically Formatted Plat (PDF format), Annexation Agreement and Legal Description (MS Word format) on a compact disc or appropriate digital media

SITE PLAN REQUIREMENTS

All site plans shall show the following items:

SPECIAL USE & NONCONFORMING USE CHANGE – As specified in Article 2.9 of the Unified Development Code.

- (1) All proposed and existing structures
- (2) Points of ingress and egress for the proposed development
- (3) Parking plan (indicate number of spaces, aisle and typical space dimensions)
- (4) Sign plan (directional, way-finding signs, signs which require a waiver from ordinance requirements)
- (5) Landscaping, screening, and buffering elements
- (6) Lighting plan (Photometric plan)
- (7) Special design treatment (i.e. enhanced landscaping/environmental design, high-quality building materials, innovative site design)
- (8) Boundary Lines / Property Lines (bearings, distance, and acreage)
- (9) Easement locations and purposes
- (10) Adjacent streets – indicate street width, pavement type, sidewalks / bike paths, street name, culverts and curbs
- (11) Open Space – parcels dedicated or intended for public use or property owner use.
- (12) North Arrow, Development Name, Map Scale, Date of Preparation
- (13) Legal Description (can be provided as an attachment)
- (14) Land Use of all adjacent parcels
- (15) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

SPECIAL PERMIT SIGN REQUESTS

- (1) The proposed location of all signs and all existing signs (indicate type of sign)
- (2) All existing structures / buildings
- (3) Parking areas
- (4) Landscaping (required for off-premise signs)
- (5) Special design treatment (i.e. high-quality building materials, innovative design)
- (6) Boundary Lines / Property Lines (bearings & distances)
- (7) Adjacent streets – indicate street width, pavement type, sidewalks / bike paths, street name, culverts and curbs
- (8) North Arrow, Development Name, Map Scale, Date of Preparation
- (9) Legal Description (can be provided as an attachment)
- (10) Land Use of all adjacent parcels
- (11) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

OFFICIAL DEVELOPMENT PLANS – As specified in Article 2.10 of the Unified Development Code.

The submittal shall be accompanied by appropriate text and plans which properly describes the institution's campus development plans.

- (1) Boundary Lines / Property Lines (bearings & distances) of the development plan area.
- (2) All proposed and existing structures / buildings and the proposed use of those structures
- (3) Points of ingress and egress for the proposed development
- (4) Indicate the areas which require a variation / waiver from the requirements which govern parking, setbacks, signs, perimeter setbacks or landscaping.
- (5) Parking areas
- (6) Landscaping (required for off-premise signs)
- (7) Lighting Plan, including illuminated signs (Photometric Plan)
- (8) Special design treatment (i.e. high-quality building materials, innovative design)
- (9) Adjacent streets – indicate street width, pavement type, sidewalks / bike paths, street name, culverts and curbs
- (10) North Arrow, Development Name, Map Scale, Date of Preparation
- (11) Legal Description (can be provided as an attachment)
- (12) Land Use of all adjacent parcels
- (13) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

SUBDIVISIONS – As specified in Article 2.13 of the Unified Development Code.

Due to the nature of this review, it is required that the applicant refer to Article 2.13 of the Unified Development Code for all application procedures and submittal requirements.