

Application Requirements

Zoning Change Application Requirements

1. Completed Zoning Application and checklist
2. Letter of Intent
3. Zoning Exhibit (PDF Format and hardcopies)
 - a. 5 – 24”x 36” folded copies
 - b. 2 – 11” x 17” hardcopy reductions
4. Concept Plan (PDF Format and hardcopies)
 - a. 5 – 24”x 36” folded copies
 - b. 2 – 11” x 17” hardcopy reductions
 - c. 2 - 11” x 17” colored elevations
5. Required Fees

Conditional Use Permit Application Requirements

1. Completed Zoning Application and checklist
2. Letter of Intent
3. Site Plan, Landscape Plan, Tree Survey/Conservation Plan and Elevation Plans (PDF Format and hardcopies)
 - a. 5 – 24”x 36” folded copies of the site, landscape plans and tree survey/conservation plans
 - a. 2 – 11” x 17” hardcopy reductions of the site, landscape plans and tree survey/conservation plans
 - b. 2 - 11” x 17” colored elevations
4. Affidavit of No Protected Trees
5. Required Fee

Planned Development District Change Application Requirements

1. Completed Zoning Application and checklist
2. Letter of Intent
3. Zoning Exhibit (PDF Format and hardcopies)
 - a. 5 – 24”x 36” folded copies
 - b. 2 – 11” x 17” hardcopy reductions
4. Site Plan, Landscape Plan, Tree Survey/Conservation Plan and Elevation Plans (PDF Format and hardcopies)
 - a. 5 – 24”x 36” folded copies of the site, landscape plans and tree survey/conservation plans
 - b. 2 – 11” x 17” hardcopy reductions of the site, landscape plans and tree survey/conservation plans

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- c. 2 - 11" x 17" colored elevations
5. Affidavit of No Protected Trees
6. Required Fees

Site Plan Application Requirements

1. Completed application form and checklist
2. Letter of Intent
3. Site Plan, Landscape Plan, Tree Survey/Conservation Plan, Elevation Plans, Preliminary Utility and Drainage (PDF Format and hardcopies)
 - a. 5 – 24"x 36" folded copies of the site, landscape plans and tree survey/conservation plans
 - b. 2 – 11" x 17" hardcopy reductions of the site, landscape plans and tree survey/conservation plans
 - c. 2 - 11" x 17" colored elevations
4. Affidavit of No Protected Trees
5. Required Fees

Plat/Replats Application Requirements

1. Completed application form and checklist
2. Letter of intent
3. Plat (PDF Format and hardcopies)
 - 5 – 24"x36", not greater than 60 feet to the inch, folded copies of Plat
 - 2 – 11" x 17" hardcopy reduction of the Plat
4. Required Fees

Please note that a letter requesting any variance, exception, modification to regulation or why an issue was not addressed should be submitted at the time of application.