



ZONING SUBMISSIONS
(Not PD or SUP)
P&Z and City Council Approval

Submission Requirements:

- ✓ Completed application form signed by the owner of the property
- ✓ Filing fee
- ✓ Transmittal Letter

The following sets of prints will be required throughout the review process:

- ✓ Mandatory Pre-Application
 - One (1) 24"x36" set of prints of all exhibits submitted for Staff's pre-review
- ✓ Filing Deadline
 - Seven (7) 24"x36" prints of all exhibits (FOLDED IN SETS)
 - One (1) 24"x36" print of the Preliminary Utility Plan, if required
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ DRC Meeting
 - Two (2) REVISED 24"x36" sets of prints, addressing DRC comments for discussion at DRC meeting with the applicant. One set will be submitted to DRC Staff; the other set is to record any additional revisions discussed at the meeting.
- ✓ For Planning & Zoning Commission Packets
 - Twelve (12) 24"x36" prints of all exhibits (FOLDED IN SETS)
 - Do not resubmit Utility Plans, unless requested.
 - One (1) 8½"x11" paper copy of all exhibits
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred
- ✓ For City Council
 - Two (2) 24"x36" prints of all required exhibits (FOLDED IN SETS)
 - One (1) 8½"x11" paper copies of all the required exhibits
 - PDF version of all exhibits (no larger than 2 MB), submitted via e-mail is preferred

ALL STAFF PRESENTATIONS ARE VIA POWER POINT. COLOR DRAWINGS ARE RECOMMENDED. APPLICANT'S POWER POINT PRESENTATIONS (IF DESIRED) MUST BE SUBMITTED TO STAFF NO LATER THAN NOON, THE DAY OF THE PUBLIC HEARING.

Rezoning Exhibit Check List:

Applicant/Staff

- Title block located in lower right corner with name of the project, subdivision name, block and lot numbers, survey name and abstract number, number of acres, date of preparation.
- Name, address, phone and email addresses for owner, applicant, architect and/or engineer, preparing the plan.
- North arrow (should be pointing up or to the right) and scale (generally a minimum of 1"=50').
- Zoning districts on and adjacent to the property.
- Boundaries of the property with dimensions.
- Legal Description (in Word Document)
- Adjoining streets including curbs, existing sidewalks, existing median openings and all street intersections, driveways and alleys within 200 feet of the property.
- All existing utility easements.
- Show the location of the FEMA 100-year flood plain.
- Additional information as needed.