



CHECKLIST

Submittal Requirements	Yes	No*
Completed rezoning and preliminary development plan application form with signatures	x	
Ownership Affidavit form	x	
Completed Compatibility for Single Family Development form – only required for single family developments Submitted with previous plat		
Legal Description	x	
Legal Description Closure Report – only required for metes and bounds descriptions	x	
Technical Studies	x	
Filing fee – Residential 0-5 acres \$2400 + 2 legal notice publishing charges; Residential over 5 acres \$3000 + 2 legal notice publishing charges; Commercial 0-5 acres \$2800 + 2 legal notice publishing charges; Commercial over 5 acres \$3600 + 2 legal notice publishing charges	Coordinated with city	
Legal Notice Publishing Charge – \$165	Coordinated with city	
Correct number of rezoning plans – 4 full size, collated, stapled (seals not required) and folded	Coordinated with city	
One (1) 8 ½" by 11" reduction of each sheet in the rezoning plans	Coordinated with city	
Correct number of preliminary development plans – 4 full size (including site plan, landscape plan, building elevations, civil), collated, stapled and folded	Coordinated with city	
One (1) 8 ½" by 11" reduction of each sheet in the preliminary development plans	Coordinated with city	
An electronic copy of all plan submittals and resubmittals		
Checklist for Plan Submission Requirements	x	
Checklist for Preliminary Development Plan	x	
Checklist for Zoning District Regulations – Separate document	x	
Checklist for Design Standards (See Article 8) – Separate document	x	
Checklist for Other Ordinance Requirements	x	

* **Applications missing any required item above will be deemed incomplete.**

Table 1. General Application Requirements Plan Submission Requirements				
UDO Article 2., Sec. 2.040	Ordinance Requirement	Met	Not Met	N/A
B.1. Date Prepared	Date prepared	X		
B.2. Name & address	Name, address and telephone number of the person who prepared, or person responsible for preparing, the plan;	X		
B.3. Scale	Graphic, engineering scale not to exceed 1:100. All plans shall be drawn to a standard engineer's scale of 1:50 or 1:100', unless a different scale is specifically approved by the Director.	X		

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Table 1. General Application Requirements Plan Submission Requirements				
UDO Article 2., Sec. 2.040	Ordinance Requirement	Met	Not Met	N/A
B.4. Plan Size	Plan size maximum of 24" x 36" with one inch border	X		
B.5. North Arrow	North Arrow; plan shall be oriented so north is to the top or to the right side of the sheet.	X		
B.6. Vicinity Map	Vicinity map with north arrow indicating the location of the property within the City.	X		

Table 1.A. Rezoning Plan Submission Requirements				
UDO Article 2., Sec. 2.240	Ordinance Requirement	Met	Not Met	N/A
C. Rezoning Map	Rezoning map showing the following: 1. Boundaries of the property to be rezoned. 2. Legal Description 3. Existing and proposed zoning districts of the property to be rezoned. 4. Zoning, land use, and ownership of all parcels within 185 feet of the property to be rezoned.	X		
D. Preliminary Development Plan	A preliminary development plan or a conceptual development plan, as required by this Article, shall be submitted with every application for rezoning, except that a preliminary development plan need not be submitted for any rezoning to the AG, RDR, RLL, or R-1 District if the applicant does not propose the modification of any regulation contained in this Chapter pursuant to this Article.	X		
E. Preliminary Plat	Rezoning to the R-1 District shall require a preliminary plat submittal concurrent with the rezoning application.	X		
F. Phasing Plan	A phasing plan, indicating the proposed date of commencement and completion of each phase.	X		
G. Adjacency Compatibility	An adjacency compatibility study for single family residential development, pursuant to Section 2.050.	X		