



## REZONING CHECKLIST

Submittal Requirements	Yes	No*
Completed rezoning application form with signatures	X	
Ownership Affidavit form	X	
Completed Compatibility for Single Family Development form – <b>only required for single family detached developments</b>		X
Legal Description	X	
Legal Description Closure Report – <b>only required for metes and bounds descriptions</b>		X
Technical Studies, if required. Uploaded as multi-page PDF		X
Filing fee – See Development Services Fees under the Schedule of Fees and Charges found at <a href="http://www.cityofls.net">www.cityofls.net</a> .	X	
Rezoning plans, 1 digital multi-page PDF plan sets, studies, letter and applications shall be separate files	X	
File Naming Conventions- All uploaded files should be named as follows DOCUMENT NAME_REVISION NUMBER_DATE OF PLAN STAMP	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		
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  
Rezoning Map Requirements**

UDO Article 2., Sec. 2.240	Ordinance Requirement	Met	Not Met	N/A
C.1 Boundaries	Boundaries of the property to be rezoned.	X		
C.2 Legal Description	Legal description	X		
C.3 Zoning	Existing and proposed zoning district(s) of the property to be rezoned.	X		
C.4. Adjacent Information	Zoning, land use, and ownership of all parcels within 185 feet of the property to be rezoned.	X		