

APPLICATION FOR ZONING AND/OR LAND USE CHANGE

Name of applicant \_\_\_\_\_ If not the property owner,

Relationship to owner \_\_\_\_\_ Name of owner \_\_\_\_\_

Street address of applicant: \_\_\_\_\_  
Street City State Zip Code

Phone(s): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Situs address \_\_\_\_\_

Lot(s) \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Current Zoning \_\_\_\_\_ Gross area of property in acres \_\_\_\_\_

The following information, along with the appropriate fee, is submitted to the Planning & Zoning Commission or Board of Adjustment for the following purpose(s):  
(check all that apply)

**Request for Rezoning (change of zoning district boundaries) - \$200.00**

Staff review, newspaper Notice of Public Hearing, preparation and recording of documents with the Recorder of Deeds, copying and postage up to three (3) certified mailing. Applicant will incur an additional charge of \$5 per additional certified letter.

**Application for Site Plan Approval - \$100.00**

Staff and Professional Engineering review of all drawings, calculations, building footprints and locations, sketches, materials and other design elements; preparation and recording of Final Site Plan, as approved by the City Council, and other documents with the Recorder of Deeds; copying (including oversized material) and postage.

**Public Hearing on Site Plan - \$120.00**

Where a public hearing is required, owner shall pay this additional fee for preparation and publication of the Notice of Public Hearing.

**Application for Subdivision Plat Approval - \$350.00**

Staff and Professional Engineering review of all drawings, calculations, legal descriptions, and site plans; preparation and recording of Final Subdivision Plat and other documents with the Recorder of Deeds; copying (including oversized material) and postage up to three (3) certified mailings. Applicant will incur an additional charge of \$5 per additional certified letter.

**Application for Minor Subdivision Plat Approval - \$75.00**

Staff review, preparation and recording of documents with the Recorder of Deeds, copying and postage.

**Application for Special Use Permit - \$200**

Staff and Professional Engineering review, newspaper Notice of Public Hearing, preparation and recording of site plan documents with the Recorder of Deeds, copying and postage up to three (3) certified mailings. Applicant will incur an additional charge of \$5 per additional certified letter.

**Application for Variance (from any requirement of subdivision or zoning ordinances) - \$125.00**

Staff and Professional Engineering review, newspaper Notice of Public Hearing, copying and postage up to three (3) certified mailings and other notice to interested parties, as required. Applicant will incur an additional charge of \$5 per additional certified letter.

Existing use of the property \_\_\_\_\_

Intended use (if approved) \_\_\_\_\_

Proposed zoning \_\_\_\_\_

Narrative description of the proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Attach additional pages as needed. Provide sufficient information to apprise the Commission, Board of Adjustment, and/or Council of the planned use of the land upon completion of the project.)

General questionnaire:

1. Is any portion of the project within 1000 feet of the right of way of I-70?
2. Is any portion of the project within 300 feet of Highway B, 87 or 5?
3. If not residential, is the proposed project within 300 feet of a residential zone?
4. Is the project likely to cause an increase in any of the following: (check all that apply)  
traffic congestion \_\_\_\_\_ parking shortage \_\_\_\_\_ noise \_\_\_\_\_  
smoke or other odors \_\_\_\_\_
5. Anticipated hours of operation: \_\_\_\_\_
6. Estimated number of employees on premises at one time: \_\_\_\_\_
7. Estimated patrons, pupils or other constituents per day: \_\_\_\_\_
8. Number of off street parking places planned: \_\_\_\_\_
9. Will present street access/traffic flow configuration be adequate at completion?
10. Are there existing uses in the general area (0.25 mile radius) similar to the one proposed in this application? \_\_\_\_\_ If so, please describe the similar use and location(s)

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**FOR INTERNAL USE ONLY:**  
Summary report of staff review:

Building Inspector

Engineer

Public Works/Traffic

Other