

REZONE MAP CHECKLIST

PROJECT NAME: _____
SUBMITTAL DATE: ___/___/___
SUBMITTED BY: _____
SUBMITTAL REVIEWED BY: _____

Rezone Map

A map shall be drawn to a scale suitable to describe the information required and shall include:

1. **Boundary description of the subject property, which shall illustrate the legal description.**
2. **Existing land uses and zoning on the property and within five hundred (500) feet of the boundary.**
3. **Adjoining property ownership.**
4. **Existing private roads.**
5. **Existing structures.**
6. **Existing easements.**
7. **Name and addresses of the petitioner, owners of all interests (including mineral interests), in the property, and preparer.**

DEVELOPMENT PLAN CHECKLIST

PROJECT NAME _____
SUBMITTAL DATE ____ / ____ / ____
SUBMITTED BY _____
SUBMITTAL REVIEWED BY: _____

A. A development plan shall accompany any rezoning application requiring such as indicated within Section 4, Submittal Requirements. Said plan shall be no larger than 42 inches on one side, and shall contain the following information:

1. Title or name of the development above the term, "Development Plan"
2. Vicinity map, scale, north arrow and date of preparation
3. Complete legal description of property including land area
4. Certification Statements, to include:
 - a) Certification of Ownership
 - b) Certification of Approval by the Board of County Commissioners
 - c) Certification of the Planning Director
 - d) Certification by the Clerk & Recorder
5. Land use(s) for each area included in the plan and corresponding land area
6. Existing and proposed public and private easements and drainage ways
7. Heights of building and structures and general locations of buildings and structures, traffic circulation, and parking
8. Density of residential development. If densities vary within the development, each density shall be depicted
9. Commercial/industrial square footage
10. Proposed roadways from collector status and greater by functional classification with right-of-way widths depicted
11. Buffering and screening including type from surrounding properties
12. Size, type of general location of proposed public sites, open space and recreational areas

13. If facilities are proposed that are not normally maintained by public entities a statement indicating the type of maintenance mechanism proposed.

B. Specific required information on the development plan may be omitted when considered not applicable by the Director of the Planning Department and, conversely, additional information may be required as part of the development plan when considered applicable by the Director of the Planning Department.