



Application Submission Meeting Zone Change Checklist

If the application is unacceptable, you will be notified as to what changes need to be made. Incomplete and/or unacceptable applications may delay the review process by four weeks or longer.

Item		Staff X	Applicant X
	<u>Location:</u> _____		
1.	Pre-Application Statement of Owner(s) or Agent(s) affirming pre-application meeting was held, and include the following: ✓ Date, time & location of the meeting; ✓ The sign-in sheet of attendees, and ✓ A brief synopsis of the meeting (questions, answers etc.) ✓ Complete form uploaded to application		
2.	Application form completed, signed, and uploaded		
3.	Location/legal description and property information verified (by staff)		
4.	Prepare and submit a written statement on your request to explain how the request: ✓ Is consistent with the adopted Growth Policy, Neighborhood Plans, and other applicable city development policies ✓ Meets the 10 statutory criteria for a zone change ✓ Fits in with the existing or planned developments within the area Upload these documents to the on-line application		
5.	Digital photographs may be submitted and are often helpful. They should be of a size adequate to show the nature of the property. All photos need to be uploaded to the on-line application		
6.	The scanned and uploaded radius map provided by Planning showing all property required to be notified by mail outside of the boundary of the subject property		
7.	The scanned and uploaded certified list of names and mailing addresses of the owners of all property shown within the radius on the map provide by Planning. This list of certified names and mailing addresses placed on the label template provided and uploaded to the on-line application.		
8.	Filing fee for the application and postage fee as required (.40 cents per label)		

Notes/Complete or additional needed:

Staff Review Date:_____By:_____

Signature

Complete application received on: _____ Staff Initials:_____