



## ZONE CHANGE CHECKLIST

### Required Information:

- Scale drawing of property, including:
  - ✓ address of property
  - ✓ north arrow
  - ✓ widths and depths of the lot or tract
  - ✓ widths and depths of adjacent lots or tracts
  - ✓ proposed and existing improvements (buildings, pavement, etc.) on lot or tract, with dimensions from all lot lines
  - ✓ **A certified list (by title company) of all neighboring property owners within 300 feet of the property in question must be provided to the City offices.**

### Other Information:

*Please verify with City Staff whether the below information is necessary to constitute a record for purposes of the application.*

- adjacent streets, with right-of-way widths, pavement widths, sidewalk widths, and street names labeled
- dimensions from existing and proposed improvements on lot or tract to improvements on adjacent lots or tracts
- on corner lots, setbacks of adjacent property improvements shall be shown; where pertinent, setbacks of all properties on the applicant's side of the street between intersecting streets shall be shown

### Recommended information:

- Written statements or petitions in favor of the request from neighboring property owners
- Photographs of the property

All supporting materials must be filed with the city in an electronic format as well as a reproducible format of legal or letter size.

Please contact City Hall with any questions regarding these materials.