



ZONING REQUEST CHECKLIST

PROVIDE COMPLETED CHECK LIST SIGNED BY PREPARER WITH SUBMITTAL

*NOTE: This checklist is not all-inclusive of all City ordinances and standards.

GENERAL

- Submit all documents specified on the Required Documents checklist.
- Submit a disk with all plans – plans will be date stamped electronically.**
- Legal description (metes and bounds) of the area within the zoning request. The legal description shall extend to the centerline of adjacent thoroughfares and creeks. Submit one (1) hard copy (8 ½ x 11) of the legal description, titled as “Exhibit A: for Z___”, signed & sealed by a surveyor. (City Project number provided by staff at time of submittal)
- Traffic Impact Analysis may be required (see TIA criteria in the Engineering Standards).
- The metes and bounds description and all exhibits shall be provided on a CD. (Metes and bounds in Word and exhibits in PDF format.)
- A meeting with the Homeowners’ Association and the project Planner is required prior to scheduling the public hearing for the Planning & Zoning Commission. Schedule meeting with project Planner.

ENGINEERING

- Existing and proposed FEMA 100-year floodplain with elevation. Include finished floor elevations of all lot adjacent to floodplain. If the site does not contain a floodplain, note that: “no floodplain exists on the site”
- Proposed reclamation of floodplain area(s), if applicable, with acreage
- Existing or proposed easements (utility, drainage, visibility and maintenance, etc...)

TRAFFIC

- Existing and proposed public streets and private drives with pavement widths, rights-of-way, median openings, turn lanes (including storage and transition space), and driveways (including those on adjacent property) with approximate dimensions
- If the zoning exhibit contains proposed thoroughfares add note: “The thoroughfare alignment(s) shown on this exhibit are for illustration purposes and does not set the alignment. The alignment is determined at time of final plat.”
- Distances (measured edge to edge) between existing and proposed driveways and streets

EXHIBIT A

- Title block located in lower right corner (titled as “Exhibit A-2: Z_____”) with subdivision name, block and lot numbers, survey name and abstract number, and preparation date
- Names, addresses, and phone numbers of owner, applicant, and surveyor
- North arrow, scale, and location/vicinity map
- Legend, if abbreviations or symbols are used
- A site data summary table may be necessary (review with planning dept. prior to submitting)
- Site boundaries, bearings and dimensions, site acreage and square footage, and approximate distance to the nearest cross street
- Adjacent Property within 200 feet – subdivision name, owner’s name and recording information, land use, and zoning
- Natural features including tree masses, drainage ways, and creeks
- Existing topography at five (5) foot contours or less
- Assignment of use to specific areas within the plan
- Existing and requested zoning boundary lines
- Potential residential density if proposed zoning is for residential districts (exclude major thoroughfares from density calculations)
- Proposed dedications and reservations of land for public use including but not limited to: rights-of-way, easements, park land, open space, drainage ways, floodplains and facility sites
- Phases of development, including delineation of areas, building sites, land use and other improvements to be constructed in independent phases
- Additional information as requested by Planning & Zoning Commission, City Council, or staff to clarify the proposed development and compliance with minimum development requirements (i.e. TIA)

ZONING SIGNS

- Sign Criteria has been read, signed and attached to submittal packet.
- Photocopy of the Drivers License of the project representative.

Preparer’s Name: _____

Preparer’s Signature: _____