



Development Services  
 201-515 Hwy 97 South  
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# Land Use / Zoning Amendment Application Checklist

*Note: This checklist outlines the criteria necessary to evaluate an application. Only applications that are complete will be accepted.*

## APPLICATION REQUIREMENTS

Office Use Only	Applicant	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Pre-application Meeting
<input type="checkbox"/>	<input type="checkbox"/>	Land Use / Zoning Amendment Application Fee
<input type="checkbox"/>	<input type="checkbox"/>	Completed Land Use / Zoning Amendment Application
<input type="checkbox"/>	<input type="checkbox"/>	Parcel Abstract: Legal Description, registered easements, rights of way, covenants on title (must be printed within last 30 days)
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Authorization (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Confirmation of Zoning and Land Use (within last 30 days)

## LAND USE / ZONING AMENDMENT REQUIREMENTS

Office Use Only	Applicant	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Map scale (1:200 recommended)
		<b>Subject Property – Site Plan:</b>
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>	• Civic Address
<input type="checkbox"/>	<input type="checkbox"/>	• Parcel Area
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines, setbacks, site access and egress, existing waterways
<input type="checkbox"/>	<input type="checkbox"/>	• Current and proposed buildings
<input type="checkbox"/>	<input type="checkbox"/>	• Easements, Rights of Way, Covenant Area
		<b>Amendment Information:</b>
<input type="checkbox"/>	<input type="checkbox"/>	• Current and Proposed Zoning
<input type="checkbox"/>	<input type="checkbox"/>	• Current and Proposed Land Use
<input type="checkbox"/>	<input type="checkbox"/>	• Statement of Rational
<input type="checkbox"/>	<input type="checkbox"/>	• Phasing Plan

**ADDITIONAL REQUIREMENTS**

Office Use Only	Applicant	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Engineering Brief
<input type="checkbox"/>	<input type="checkbox"/>	Site Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	Archaeological Screening
<input type="checkbox"/>	<input type="checkbox"/>	Environmental Overview
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Assessment Report
<input type="checkbox"/>	<input type="checkbox"/>	Landscape Plan

**NUMBER OF COPIES REQUIRED**

*Please submit three (3) copies of the proposed plan set and one (1) USB stick or CD that contains a digital version submission requirements, application and application checklist.*

**APPLICANT ACKNOWLEDGEMENT**

By signing this application checklist, the Applicant attests that the information provided on this and all supplemental application forms is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the Applicant with respect to this application may result in an issued permit becoming null and void.

I, the applicant, confirm that all required information has been provided as is correct.

\_\_\_\_\_  
Applicant (Print Name)

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date