



Application Checklist

_____ Notice has been published in a newspaper of local publication at least fifteen (15) days prior to the public hearing when the application will be considered.

_____ Affidavit of Publisher submitted.

_____ Copy of newspaper publication – date: _____

_____ One original copy of the publication submitted.

_____ Notice of the public hearing shall be provided to all property owners within two hundred feet (200') of the affected property at least ten (10) days prior to the public hearing.**

_____ Site plan.

_____ Plat plan

_____ ACC approval.

_____ Application, in writing using forms prescribed by the city accompanied by application fee of \$100.00.

_____ All zoning change requests shall be accompanied by a notarized statement verifying land ownership and if applicable, authorization of a land owner's agent to file the change request.

** Please note: Changes in the Ordinance text which do not change zone boundaries, do not establish zoning regulations for specific zones, or do not involve specific real property, do not require written notification to individual property owners.

Certification:

I hereby certify that the above information is true and correct.

Owner's/Agent's Signature

Owner's/Agent's Printed Name