



## CHECKLIST FOR REZONING AND PLANNED DEVELOPMENT APPLICATIONS

This checklist is designed to help you make sure that you submit everything that is required for a complete rezoning application and that you fill out the application form completely. Applications that are complete and submitted to the Development Review office by 5:00 P.M. on deadline day (see Processing Time Schedule) will be processed for the next Planning and Zoning Commission meeting. Incomplete applications will be rejected and returned to the applicant and not placed on the agenda. Close attention to the checklist will help avoid a delay in your case being heard by the Planning and Zoning Commission and/or City Council.

<b>APPLICATION FORM:</b>	
	Have you listed the specific zoning classification you are requesting? See the Zoning Ordinance for the name of the specific classification you desire.
	Have you attached a hard copy of the deed of record or the legal description of the land you wish to have rezoned? A surveyor or attorney must prepare the description. Indicate on the legal description who it was prepared by. A surveyor must provide their surveyor's seal.
	Have you listed the current property owner's name, address and telephone number?
	Has the current property owner signed the application? The property owner must sign the application unless the owner has signed a power of attorney authorizing the applicant to act on the owner's behalf. If a power of attorney has been executed, it must be attached to the application. If the current owner is a corporation, have you placed the corporate seal on the application?
	Have you answered the general questions on the second page of the application form?
<b>LEGAL DESCRIPTION:</b>	
	Have you included a digital copy of the legal description, in Microsoft Word format, of the land upon which you wish to have rezoned? The description shall be a boundary description not a general description and you must seek the assistance of a registered land surveyor.
<b>NEIGHBORHOOD MEETING:</b>	
	See attached policy
<b>APPLICATION FEE:</b>	
	Have you included the non-refundable application processing fee of \$1,164.00 (or \$1,835 for a PD)?
<b>PRE-PAID ADVERTISING FEE:</b>	
	Have you included the non-refundable pre-paid advertising fee of \$50.00 for the required publication in the Daily Events?
<b>PROPERTY OWNERS LIST:</b>	
	Have you attached a list of property owners within 185 feet of the area to be rezoned that has been prepared by the Greene County Assessor, City of Springfield, Title Company, Abstract Company or Attorney? (You may not prepare the list yourself)
<b>ENVELOPES:</b>	
	Have you included two (2) plain, stamped ( <b>not metered</b> ), business size envelopes with each name and address typed on the envelopes for each name on the property owners list? Did you make sure that there is no return address on the envelopes?
<b>TRAFFIC IMPACT WORKSHEET:</b>	
	See attached worksheet to determine if a Traffic Impact Statement is required as part of your application.
<b>PLANNED DEVELOPMENTS:</b>	
	Is this rezoning request for a Planned Development (PD)? If yes, has the Administrative Review Committee (ARC) reviewed your proposal? If not, you must submit a sketch plan for review to the Development Review office before an application can be submitted. If yes, does the site plan include the recommendation from ARC? If not, <u>either</u> the application will be returned to the applicant and not be placed on an agenda <u>or</u> a written explanation of why the site plan does not conform to these recommendations must be attached to the application.
	Have you included nine (9) full size copies of your site plan (1 of which is a black line print)? Does your site plan contain all applicable textual materials (Exhibit 1)? If no, have you included nine (9) copies of your text? Have you also included an 11 x 17 inch black line reduction of the site plan?