

APPENDIX A

NEW FORM NUMBER 7

REZONING REQUEST CHECKLIST

TOWN OF CENTERVILLE PLANNING COMMISSION

NEW FORM NUMBER 7

REZONING REQUEST CHECKLIST

Name of Applicant: _____
Name of Project _____
Location of Project _____ Zoning District _____
Date of Submission _____ Time _____
Signature of City Official _____

This checklist should accompany your application package including the following documents: 1) a written request explaining the intentions with said property; 2) a check or money order for \$150; 3) detailed tax and/or zoning map(s) outlining surrounding area with appropriate zoning districts indicated. These items are thoroughly explained below. The flow chart that informs you of the timeline and overall process is yours to keep.

Applicant's Use Only

City's Use Only

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| <input type="checkbox"/> | 1. Application fee: Received check for \$150.00. | Receipt # _____ |
| <input type="checkbox"/> | 2. The name and address of the owner/s of the subject property in a typed statement that briefly explains the requested zoning classification and the justifications prompting the request. This letter must be signed by the proprietor(s), authorized agent, or individual making the request. | <input type="checkbox"/> |
| <input type="checkbox"/> | 3. A written, legal description of the subject property; including the Map and Parcel number from the County Tax Plat along with the acreage total. | <input type="checkbox"/> |
| <input type="checkbox"/> | 4. Eight (8) copies of a map with a scale of no less than 1"=100' and no larger than 1"=30" that depicts: | |
| <input type="checkbox"/> | (a) The name and address of the owner/s of the subject property. | <input type="checkbox"/> |
| <input type="checkbox"/> | (b) The name, address, and current zoning of the owner/s of all adjacent parcels to the subject property including the adjacent parcels that lay across streets, highways, railways, waterways. | <input type="checkbox"/> |
| <input type="checkbox"/> | (c) A title stating "Rezoning Request", North arrow, graphic scale, date civil district, and acreage of the property to be rezoned. | <input type="checkbox"/> |
| <input type="checkbox"/> | (d) Dimensions in feet of the property requested for rezoning. | <input type="checkbox"/> |
| <input type="checkbox"/> | (e) Location, size, type and current use of any building on the property requested for rezoning. | <input type="checkbox"/> |