



Rezoning Review

Rezoning	
<input checked="" type="checkbox"/>	Site Specific
<input type="checkbox"/>	Planned Development

DEADLINE: Initial paper submission and fee must be received by 5:00 PM on the day of the deadline. *Electronic file submission must be uploaded into the ePlan system within 24 hours of this deadline.* Refer to the "Meeting Schedules and Deadlines" document provided on the City's website for submission deadlines. **To ensure quality submittal, this project will only be added to the DRC Agenda when a complete submission has been uploaded into the ePlan system. If a complete submission is not uploaded by the deadline, the application will be rejected via email.**

Application Review Process:

Application Type	Step 1	Step 2	Step 3	Step 4	Step 5
Rezoning	Pre-Application Meeting (Required)	DRC Review	P&Z Review	City Commission Review (2 Readings)	Ordinance from the City Commission

APPLICATION SUBMISSION PROCESS: Upon reception of the **PAPER SUBMISSION** (see below) at the Zoning Inquires counter, an email will be sent to the agent with a link to ePlan where all project drawings and documents listed in the **DIGITAL SUBMISSION** section (see below) shall be uploaded.

PAPER SUBMISSION: The following paper documents are to be submitted to the Planning & Zoning Department:

PAPER	<input checked="" type="checkbox"/>	One (1) completed application with original signatures.(pg. 3)*
	<input checked="" type="checkbox"/>	Owner's Certificate (must be completed by the Landowner). (pg. 4)*
	<input checked="" type="checkbox"/>	Electronic Signature Affidavit (unless a 3 rd party digital signature is utilized). See P&Z webpage for instructions .
	<input checked="" type="checkbox"/>	Application Fee as established by resolution of the City Commission. See Appendix C - Fee Schedule in the Information section of the P&Z webpage.

DIGITAL SUBMISSION: The following digital documents are to be uploaded directly to Electronic Plan Review (ePlan):

ePLAN	Site Specific	Planned Development
	<input checked="" type="checkbox"/>	Current survey (with flood information)
<input checked="" type="checkbox"/>	Legal Description (Digital copy in WORD)	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Location map indicating land use and zoning districts of all abutting properties	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Written Narrative including existing land use(s), existing zoning district(s), proposed zoning district(s), explanation of need for proposed rezoning, and how the proposed rezoning is compatible with the general plans for the subject area. (Digital copy in PDF)*	<input type="checkbox"/>
		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Completed Plans Checklist (<i>this must be filled out and initialed</i>). (pg. 1)	<input type="checkbox"/>

*Updated copies of the application, proof of ownership, or narrative may be required if information has changed. For example, if the property ownership changes, the owner's certificate and application will need to be revised with the city file.