

Zoning Map Amendment Checklist (If Applicable): Staff shall not process an application for further review until it is determined to be complete.

- Zoning Map Amendment Application
- Consent Form
- Site Plan - 1 Hard Copy of Site Plan or Map
- Hold Neighborhood Meeting and have minutes
- Soils analysis stating soils are suitable for Septic - Recommend not required
- Letter authorizing connection to County Sewer - Recommend not required
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Site Plan or Map Design Standards Checklist		Checkoff
1	Lot / Parcel Dimensions	
2	Zoning Designation	
3	All Existing Physical Features (structures, buildings, streets, roads, etc.)	
4	Location and Dimensions of Any Proposed Construction may be submitted.	
5	Metes and Bounds Survey	
Zoning Map Amendment: Staff Checklist		Checkoff
1	Complete Zoning Map Amendment Application	
2	Application Fee (\$650 plus \$10 Per Acre Over 10 Acres)	
3	Neighborhood Meeting Written Summary – people in attendance and summary of comments, concerns and/or discussions	
4	Proof of ownership and/or agent affidavit (Deed)	
5	1 Hard Copy of ALL Documents	
6	1 PDF Digital Copy of All Plans AND Documents (on CD or email)	

Staff Use Only

Pre-Application Conference:

Held On: _____ Location: _____

Person(s) Present: _____

Comments: _____
