



Zoning (Rezoning/PD/SUP) Checklist

Pre-Application Meeting: A pre-application meeting with City Staff is optional, unless otherwise determined by the Director, prior to formal submittal.

Application Submittal: A completed universal development application and the required submittal documents; printed and electronic copies must be delivered in person by the applicant or applicant's agent and received by the Community Development Department

Purpose of Zoning: The purpose of zoning is to determine and plan for land uses on a particular tract of land.

Zoning Approval Process: The zoning process requires a public hearing at both the Planning & Zoning Commission (recommending body) and City Council (for final approval).

Submittal Items:

- Universal Development Application
- \$500 Application Fee
- Letter of Intent (Generally describing the project)
- Legal Description/Metes and Bounds
- Concept Plan (PD)
- Development Standards (PD)
- Other Exhibits and Documents