



**PLANNING AND ZONING COMMISSION
APPLICATION**

1. APPLICANT/OWNER: _____
First Name Last Name

ADDRESS: _____
Street/P.O. Box Phone No

City State Zip Code

Email

2. PROPERTY DESCRIPTION: _____
Street Address

3. LEGAL DESCRIPTION: _____
Parcel Number Lot(s) Block(s)

Addition

4. PRESENT CODES: _____
Code of Ordinance Title

APPLICANTS REQUEST FOR AN APPLICATION PERTAINS TO THE FOLLOWING:

() FOR INTERPRETATION of the meaning or intent of the Zoning Ordinance.

() A WAIVER from the literal enforcement of the Sub-Division Ordinance.

() A CONDITIONAL USE PERMIT.

5. APPLICANTS REQUEST IS AS FOLLOWS:

(Attach an additional sheet if necessary).

Signature of Applicant

Date

Signature of City Official Received

Date Received by
Dev. Services Dept.

FOR OFFICE USE ONLY

CHECKLIST

| | <i>Initial(s)</i> | <i>Date</i> |
|---|-------------------|-------------|
| 1. Application Received: | _____ | _____ |
| 2. Application Reviewed as Follows: | | |
| a. General Description of Location (Street, address, or "Northwest Corner of Avenue C and Avenue E"). | _____ | _____ |
| b. Legal Description of Property (Lot and Block Number/Metes and bounds, Survey and Abstract). | _____ | _____ |
| c. Size of Tract by Dimensions and Area. (Shown on Plat drawn to scale). | _____ | _____ |
| d. Present Zoning Classification | _____ | _____ |
| 3. Applicant's Fee \$_____.____ received. | _____ | _____ |
| 4. Site Plan Attached. | _____ | _____ |
| 5. Property owners of record within 200 feet notified by mail. | _____ | _____ |
| 6. Notice of public hearing posted. | _____ | _____ |
| 7. Notice of public hearing delivered to newspaper. | _____ | _____ |
| 8. Application reviewed by city officials: (Initial where applicable) | | |
| a. Community Development Dept. | _____ | _____ |
| b. Public Works Department | _____ | _____ |
| c. Fire Department | _____ | _____ |
| d. Police Department | _____ | _____ |
| e. Other Departments (Specify) | _____ | _____ |
| 9. Agenda packet mailed to board members. | _____ | _____ |