

PLANNING & ZONING PROCEDURE CHECK LIST

- A check for \$35 must accompany **any zoning request, sign ordinance request, or easement abandonment. (Petitioner)**
- A check for \$25 must accompany **any subdivision request** consisting of 1-10 lots or replat lots. **(Petitioner)**
- A check for \$50 must accompany **any subdivision request** consisting of 11 or more lots or replat lots. **(Petitioner)**
- All requests are to be received at least twenty-five (25) days prior to the meeting date. The regular meeting date is the 2nd Tuesday of each month. **(Petitioner)**
- At least one (1) eight and one-half (8.5) by eleven (11) inch reduction preliminary plat, one (1) 24" x 36" for display purposes at the meeting must be received with the request showing subject parcel, and four (4) copies bearing an engineer's *seal* and signature of any subdivision or replat must be submitted to be signed by the City as required and forwarded to the appropriate person(s) for signatures. **(Petitioner)**
- A notice must be published in the Standard Democrat (local newspaper) briefly describing each request at least fifteen (15) days prior to the meeting. Said notice will include the time and date of the Planning and Zoning meeting and the following City Council meeting. **(City)**
- A list of all abutting property owners for one hundred eighty-five (185) feet on each direction should accompany the request. **(City provides this list)**
- Letters to abutting property owners must be mailed at least fifteen (15) days prior to the meeting of the Planning and Zoning Commission. **(City)** *Note: Public notice and postage charges are the responsibility of the petitioner.*
- All information to the Planning and Zoning Commission members is to be mailed at least ten (10) days prior to the meeting. Upon Planning and Zoning approval; request will be forwarded to the City Council. **(City)**
- All information to the City Council should be at City Hall on Wednesday preceding the next meeting of the City Council. **(City)**
- Upon approval by City Council the City zoning map is to be corrected immediately. **(City)**
- Upon approval by City Council the document must be recorded within thirty (30) days of Council final approval. Recording is the responsibility of the **Petitioner/Developer**. Also, one (1) electronic copy of the final plat, with any restrictions, on a compact disk (CD) in a .pdf document formatted for large scale printing must be submitted to the City. Recorded copies are distributed as follows: 1-City, 1-County, 1-Developer, & 1-Petitioner. **(Petitioner)**