

**ZONE CHANGE/CONDITIONAL USE
CHECKLIST**

Revised 5-6-2014

Date: _____

PROPOSED ZONE CHANGE _____ TO _____ LOCATION _____

Petitioner: _____

<u>Development Stage</u>	<u>Checked Item/Details</u>			<u>Criteria/Comments</u>
		<u>Approved</u>	<u>N/A</u>	
A.	Meet with City Staff	1. Obtain & Discuss with Zoning Administrator or City Engineer		
	A) Proposed Area	_____	_____	_____
	B) Zone Change Checklist	_____	_____	_____
	C) City Master Plan	_____	_____	_____
	D) Required Maps/Plans	_____	_____	_____
	E) Zone Change Justification	_____	_____	_____
	F) Zone Change Notification	_____	_____	_____
	G) Fees	_____	_____	<u>\$25 Application + \$25 Administration + \$25 Notification</u>
B.	Sketch meeting (1 month before Planning Commission)	_____	_____	_____
C.	Prepare Zone Change Documents	1. County Plat Map & Ownership List		
	A) North Arrow	_____	_____	_____
	B) Scale	_____	_____	_____
	C) Existing Zone/Conditional Use Boundaries (highlight & label)	_____		
	1) Outline in blue	_____	_____	<u>within 200' of proposed</u>

Development Stage

Checked Item/Details

Approved N/A

Criteria/Comments

D) Proposed Zone/Conditional Use Area (highlight & label)

- 1) Cross Hatch in Red _____
- 2) Legal Desc. _____
(Separate Document)
- a) Match Proposed Boundary _____
- b) Section Tie _____
- c) Closure _____

E) Ownership List _____

F) Property Owner's written consent to Zone change _____

G) Change Justification _____ Reasons, purpose, objectives, benefits, statement

D. Zone Change Notification

(2 days before P.C. Work Meeting)

- 1. 300 Ft. Radius Notification Notification Form _____
- A. Certified Mailing _____

2. Sign Posting _____

Provided by City
Verified by City Engineer no later than Monday AM prior to the Tuesday Meeting
By Building Department

E. Documentation Provided to City Engineering

- 1. Stage B Documents _____
- 2. Electronic Plan _____

12 Copies, or PDF, 7 days before PC Meeting
By City GIS

F. Planning Commission Approval

- 1) Meeting (1st or 3rd Tuesday) _____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
G. Ordinance and Policy Declaration		_____	_____	<u>Prepared by City Attorney</u> _____
H. City Council Approval/ Public Hearing				
	1) Work Meeting (1 st & 3 rd Wed)	_____	_____	_____
	2) Action Meeting/ Public Hearing (2 nd * & 4 th Wed)	_____	_____	_____
I. Signing/Recording of Ordinance		_____	_____	<u>By City Attorney</u> _____

NOTICE OF PUBLIC MEETING

The undersigned, in accordance with City Ordinance, hereby gives Notice of a Proposed:

- PUD Plat Amendment _____
- PUD Preliminary Plat _____
- Condo Plat Amendment _____
- Condo Preliminary Plan _____
- Road Vacating _____
- Subdivision Lot Modification _____
- Subdivision Plat Amendment _____
- Zone Change _____

This proposal is within 300 feet of property you own. This proposal will be discussed at a Planning Commission Work Meeting to be held as follows:

DATE: _____
TIME: _____
PLACE: _____

If the Proposal is a Zone Change it would change the property shown on the map from:

_____ TO _____
(Current Zone Name) (Proposed Zone Name)

Anyone wishing to comment on this proposal should attend the Planning Commission Work Meeting or you can send your written comments to:

Cedar City Corp. Engineering
10 North Main Street
Cedar City, Utah 84720

The Planning Commission work meeting is only the beginning of the approval process. By attending this meeting you will be able to follow the Proposal through the entire process to ultimate approval or disapproval.

Notice sent by: _____ Project Proponent
(Signature)