

ADDRESS CHANGE
CHECKLIST

Revised 12-18-2019

PROPOSED ADDRESS CHANGE: _____ TO _____
SECTION/TWP./RANGE OR SUBDIVISION _____

Petitioner: _____ Engineer: _____

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
A. Meet with City Staff				
1. Obtain Checklist & Discuss with City Surveyor				
A) Proposed Area/Subdivision	_____	_____	_____	_____
B) Review Address Change Checklist	_____	_____	_____	_____
B. Sketch meeting (1 month before Planning Commission)	_____	_____	_____	_____
C. Prepare Address Change Documents				
1. Current City Address Map				
A) Map of addresses within 1000 ft. of Proposed change.	_____	_____	_____	_____
B) Scale (original Subd. Plat map Scale)	_____	_____	_____	_____
C) Proposed Lots to receive address changes (highlight & label)	_____	_____	_____	_____
D) Ownership List of all lots proposed For address changes	_____	_____	_____	_____
E) Property Owner's Written Consent to Address Changes	_____	_____	_____	_____
F) Address Change Justification	_____	_____	_____	_____
				<u>Reasons, purpose, objectives, benefits,</u> <u>statement</u>
D. Address Change Notification (1 Week before PC Meeting)				
1. 300 Ft. Radius Notification (by Certified Mail)	_____	_____	_____	_____
				<u>Form provided by City</u> <u>Verified by City Surveyor no later than</u> <u>5 business days prior to the Tuesday meeting</u>

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>N/A</u>	<u>Criteria/Comments</u>
	2. Sign Posting of proposed address change	_____	_____	By Building Department _____
E. Documentation Provided to City Engineering				
	1. Step C. Documents	_____	_____	in PDF form 7 days before PC Meeting _____
	2. Electronic Plan	_____	_____	By City GIS _____
F. Planning Commission Approval				
	1. Meeting (1 st or 3 rd Tuesday)	_____	_____	_____
G. Ordinance and Policy Declaration				
		_____	_____	Prepared by City Attorney _____
H. City Council Approval/Public Hearing				
	1. Work meeting (1 st & 3 rd Wednesday)	_____	_____	_____
	2. Action Meeting/Public Hearing (2 nd & 4 th Wed.)	_____	_____	_____
I. Signing /Recording of Ordinance				
		_____	_____	By City Attorney _____

NOTICE OF PUBLIC MEETING

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

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

This proposal is within 300 feet of property you own. (map attached) This proposal will be discussed at a Planning Commission meeting to be held as follows:

DATE: _____
TIME: _____
PLACE: _____ Cedar City Council Chambers _____

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 meeting or you can send your **written comments to:**

Cedar City Corporation - Engineering
10 North Main Street
Cedar City, Utah 84720

The Planning Commission 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- Phone # _____
(Signature- PRINT)

Please call the above number for any questions regarding this matter or attached map.

CEDAR CITY CORPORATION
HAND DELIVERY
NOTIFICATION CERTIFICATION

NOTICE BY THE PETITIONER shall be given to all property owners of record within a 300-foot radius from the boundary of the proposal. Said notice shall be sent certified mail by the Petitioner to said property owners, or hand-delivered to the property owners (certificate of hand-delivery to be filed with City Engineer) in accordance with the most current Iron County Assessment Roll.

Address of Property: _____

Proposal Type:

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

I _____ do hereby certify that notification was hand-delivered to the following property owners of record.

(Petitioner's Signature)

(Date)

Use additional pages as needed.
RETURN PROOF OF NOTIFICATION TO THE CITY ENGINEER'S OFFICE NO LATER THAN 5:00 PM TUESDAY, PRIOR TO THE TUESDAY PLANNING COMMISSION MEETING.
Eng/eng/forms NOTICE OF PUBLIC MEETING