



CHANGE OF ZONE APPLICATION

The following items must be submitted for consideration:

1. One **folded** site plan drawings including;
 - a. Legal description of the property with site layout (1"=20');
 - b. Metes and bounds description with lot size;
 - c. Floodplain/floodway boundaries;
 - d. Existing easements;
 - e. Relation to City Limits;
 - f. Elevations or other supporting materials.
2. Description of operating characteristics and reason for request;
3. Written description of use or occupancy of building(s);
4. PDF files for all exhibits submitted;
5. Title Company certified property owners list, and two sets of mailing labels, within 300' of request (unless the application is submitted with a Preliminary Plat application);
6. Application fee (See Master Fee Schedule – Fee is variable depending on requested zone and parcel size); and
7. A list with contact information for applicant consultants not listed in the application such as the surveyor, engineer, attorney, etc.

The following information must be provided for the application to be considered complete:

APPLICANT INFORMATION:

Name: _____ E-Mail: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

PROPERTY OWNER INFORMATION: (Attach a separate sheet if multiple properties.)

Name: _____ E-Mail: _____

Address: _____ City/State/Zip: _____

Phone Number: _____ Fax Number: _____

PROPERTY INFORMATION: (Attach a separate sheet if needed.)

General Location: _____ Acres: _____

Legal Description: _____

Current Zoning: _____ Requested Zoning: _____

Source of Services: Water: _____ Sewer: _____

Gas: _____ School: _____

Please note the following procedures:

1. The Planning Commission will hold a public hearing and make a recommendation to the City Council.
2. The City will prepare the ordinance for consideration by the City Council.
3. The ordinance will have three readings at City Council, the second of which will be a public hearing. Any request to waive the three separate readings must be made in writing with the initial Change of Zone Application.
4. If a Mixed Use Agreement is required, the agreement will be recorded with the Sarpy County Register of Deeds, the cost of which will be borne by the final plat applicant or property owner.
5. Please see the Planning Department's fee policy regarding revision/resubmittal fees.

I, the undersigned, understand a sign will be posted on my property and will remain until the public hearing process at Planning Commission and City Council is complete. I further understand the rezoning process as stated above and I authorize City Staff to enter the property for inspection related to the specific request during this process.

Owner Signature (or authorized agent)

Date