

Zoning Change / SUP Checklist

Project Name: _____
 Project Contact Name: _____
 Date: _____

Submission of this completed form is a part of the Zoning Application. All items should be "checked off" prior to submittal to ensure a complete submittal. If the applicant deems an item to be "Not Applicable" to the proposed development, it shall be marked as "NA" with an explanation.

Not Applicable	Included	Item Description	Notes	Official Use Only		
				Missing	Incomplete	Code Ref
		Submittal Requirements				
		A completed application form.				
		Completed Zoning Change / SUP Plan Review Checklist				
		Explanation Letter containing a statement describing the proposal and how the application specifically complies with applicable criteria set forth in the Zoning Code.				
		Legal description of property				
		Zoning Exhibit- Property survey showing property dimensions and any existing structures which are proposed to remain on the property and names of adjacent rights-of-way.				
		Application fees				
		Any other information deemed necessary at the pre-application meeting.				

*******End of Checklist for Zoning Change / SUP*******