

Zone Change Checklist

form date: March 21, 2024 draft

Notes:

- Town staff will strive to review the submitted application for completeness within ten (10) days of receipt. Once an application is deemed complete, required payment of fees are received, and cost reimbursement agreement is signed, the application will be forwarded to appropriate staff and referral agencies.
- Land use applications fees can be found on the Town website - see adopted Master Fee Schedule.
- On this checklist, check off the items included in the application or shown on the drawing(s).

SUBMITTAL REQUIREMENTS	
One paper copy of submittals	
Digital copy of all submittals	
Land Use application form, completed & signed	
This checklist, with items checked	
30-day requirement signed waiver	
Application fee	
Cost reimbursement agreement	
Letter of Intent	
Title commitment	
Mineral rights	
Site plan drawing (see drawing requirements below)	

DRAWING REQUIREMENTS (continued)	
Project statistics table: area, acreage, uses, zoning, height, site coverages, density, parking	
Phasing schedule, if phased	
Landforms and topographic character	
2' contour interval, 10' if slope is 30% or greater	
Natural features	
Provisions to protect or incorporate natural features	
Areas sloping 15% or greater	
Watercourse and waterbodies	
100-year floodplain, if any	
Existing streets, within and adjacent to the site	
Footprint of structures and buildings to remain	
Such other additional information BOT may require	

DRAWING REQUIREMENTS	
24" x 36" sheet, unless other size approved	
Title of project	
North arrow	
Written & graphic scale	
Adequate scale, sufficient to clearly show the information	
Date of preparation	
Person or firm preparing the plan	
Land use legend	
Vicinity map	
Name/address/phone for:	
- Owner(s)	
- Applicant (if not owner)	
- Designer(s)	
- Engineer(s)	
- Surveyor(s)	
Legal description	
Land use legend	

REVIEW PROCESS	
<p>The following is a general description of the steps involved in processing your application with an estimate of the time required.</p> <p>NOTE: PC means Planning Commission, BOT means Board of Trustees.</p>	
Step 1: Pre-application conference	This meeting is required.
Step 2: Application submittal	The Town Office reviews the application for completeness.
Step 3: Certification of completeness	The project will not be scheduled for PC's review until all required information has been received and necessary approvals have been obtained for supporting documentation.

REVIEW PROCESS (continued)	
Step 4: Refer application to parties of interest	
Step 5: Staff review	Staff reviews the application then prepares and sends comments to the Applicant
Step 6: Applicant addresses Staff comments.	
Step 7: Staff reviews and prepares report	
Step 8: Schedule PC hearing, and provide public notice 15 days prior to meeting	The Applicant shall notify by certified mail all appropriate property owners within 300-feet from the boundary of the subject properties.
Step 9: PC public hearing and recommendation	PC will have 1-week to review all the information. On 3rd Wednesday of the month, PC holds a hearing and makes a recommendation. APPLICANT MUST BE PRESENT.
Step 10: Applicant addresses PC conditions	
Step 11: Final Staff review and report to BOT	
Step 12: BOT public hearing – BOT may continue hearing	By the second Thursday of the month , BOT will hold hearing and make a decision. APPLICANT MUST BE PRESENT.
	Final approval is for no more than 12 months after application accepted as complete
Appeal, if needed	Appeals can be filed 15 days after BOT decision

SUIMMARY OF THE CRITERIA FOR APPROVAL
a. The proposed rezoning promotes the health, safety or welfare of the inhabitants of the Town.
b. The proposed zoning is consistent with the goals of the Comprehensive Plan.
c. There has been a material change in the character of the neighborhood or in the Town, so that the proposed zoning would be in the public interest and consistent with the change.
d. The proposal, as evidenced by the Site Plan, is compatible with surrounding uses or in the case of redevelopment that the proposal is an improvement to the area (section 17.12.070).
e. The proposal enhances significant natural characteristics of the site by preservation or incorporating the features into the development's open space plan if applicable.

Pre-application meeting date: _____

Application received date: _____

Accepted as complete date: _____

PC hearing date: _____

BOT hearing date: _____