



CODE TEXT AMENDMENT APPLICATION SUBMITTAL CHECKLIST

- Land Development Application completed and signed by applicant and property-owner.
- Fees All applicable filing fees.
- Executed Agreement to Pay form
- Property Ownership Disclosure. The disclosure of ownership must be dated within two (2) months of the application submittal.
- Affidavit of Property Owner's List
- Public Notices
- Certification of Title and Title Report including Schedules A&B
- Written Statement describing the proposed rezoning request, including:
 - Response to mandatory review criteria in §7.16.050(c)
 - Specific reasons for the rezoning
 - Mitigation of impacts if zoning amendment proposes a greater intensity of land use or increased demands on services.
 - Assessment of demands on transportation, water, sewer, schools, emergency services, police, parks and recreation, medical, and library.
- Additional materials deemed necessary by Staff to determine the impact of the proposed modification will have on the health, safety and welfare of the Town.

****Rezoning Applications may be initiated by the Town Council or a property owner and may not be initiated by any other person.***