

ZONE CHANGE/CONDITIONAL USE
CHECKLIST

Revised 08-28-2018

PROPOSED ZONE CHANGE: _____ TO _____ LOCATION _____

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 & Discuss with Zoning Official or City Engineer				
A) Proposed Area				
B) Zone Change Checklist				
C) City Master Plan				
D) Required Maps/Plans				
E) Zone Change Justification				
F) Zone Change Notification				
G) Fees				\$25 Application + \$25 Administration \$25 Notification
B. Sketch meeting (1 month before Planning Commission)				
C. Prepare Zone Change Documents				
1. County Plat Map & Ownership List				
A) North Arrow				
B) Scale				
C) Existing Zone/Conditional Use Boundaries (highlighted & labeled)				
1) Outline in Blue				
D) Proposed Zone /Conditional Use Area (highlight & label)				
1) Cross Hatch in Red				
2) Zone Boundary Description (separate document)				within 200' or proposed

<u>Development Stage</u>	<u>Checked Item/Details</u>	<u>Approved</u>	<u>Criteria/Comments</u>
		<u>N/A</u>	<u>Page 2</u>
	a) Match Proposed Boundary	_____	_____
	b) Section Tie	_____	_____
	c) Closure	_____	_____
	E) Ownership List	_____	_____
	F) Property Owner's Written Consent to Zone Change	_____	_____
	G) Change Justification	_____	<u>Reasons, purpose, objectives, benefits, statement</u>
	D. Zone Change Notification (1 Week before PC Meeting)	_____	_____
	1. 300 Ft. Radius Notification	_____	<u>Form provided by City</u>
	A) Certified Mailing	_____	<u>Verified by City Engineer no later than 5 business days prior to the Tuesday meeting By Building Department</u>
	2. Sign Posting	_____	_____
	E. Documentation Provided to City Engineering	_____	_____
	1. Step C. Documents	_____	<u>in PDF form 7 days before PC Meeting</u>
	2. Electronic Plan	_____	<u>By City GIS</u>
	F. Planning Commission Approval	_____	_____
	1. Meeting (1 st or 3 rd Tuesday)	_____	_____
	G. Ordinance and Policy Declaration	_____	<u>Prepared by City Attorney</u>
	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	_____	<u>By City Attorney</u>

F:\eng/misc/check lists/CHECK_zone change

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: _____

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.

Eng/eng/forms NOTICE OF PUBLIC MEETING

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 WORK MEETING.