



PLANNING AND ZONING COMMISSION (P&Z)  
MAJOR AMENDMENT TO DEVELOPMENT PLAN TEXT APPLICATION

ALL ITEMS ON THIS APPLICATION MUST BE COMPLETED.

**Application Fee: \$1100.00**  
**Per Fee Ordinance 2019-49**

**Applicant:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Architect/Designer for Applicant:** \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Cell Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

**Property Address:** \_\_\_\_\_

Lot Number/Subdivision: \_\_\_\_\_ Existing Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Reason for Administrative Review (attach necessary documents):

Checklist:

- Legal description of the property
- Vicinity Map
- Written Text explaining nature of amendment being requested.
- Amended Final Development Plan drawing(s) (site plan, elevation drawings, etc.) needed to show proposed amendment.
- Provide any other information that may useful to the Planning and Zoning Commission or City Staff in the space below or attach additional pages.
- 5 copies** of all drawings, text, any other items, and application
- 1 digital copy** (CD, USB, Email) of the complete application packet.
- Attach the required fee - \$1100.00
- Post a public notice sign at least (10) days prior to a public hearing or public meeting, pursuant to ordinance 1107.035

Public notice sign details found [here](#).

**(See Over)**

