

PLANNED DEVELOPMENT INITIAL USE LIST ONLY ZONE CHANGE CHECKLIST

PHYSICAL SUBMISSION

- Planned Development *Initial* Zone Change Application
- List of property owners within 500' formatted as mailing labels prepared by a title company or other entity willing to certify names
- Mailing label radius map

DIGITAL SUBMISSION

Submitted through the Citizenserve Portal

- A detailed narrative of the proposed development of the entire property
- A detailed list of proposed uses
- A legal description and surveyed site plan in DWG (AutoCad) format prepared by a licensed surveyor
- A project area map
- Drafted Development Agreement

**Payment may be made on the portal or in person, please see payment information below.
Payment of filing fee*\$500 + \$50.00 per ac for 1-100 ac and \$25 per ac 101-500 and \$10.00
per ac 501+No fee for acreage zoned to Open Space over 10 acres Re-noticing fee at cost if
applicable**