

## **ZONE CHANGE CHECKLIST**

### *PHYSICAL SUBMISSION*

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

**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**