



**PLANNING AND DEVELOPMENT
LAND DEVELOPMENT COORDINATION
CITY OF TAMPA**

INSTRUCTIONS FOR REZONING APPLICATION

NOTE: Please be aware that these guidelines are provided as a guide to assist you in submitting your rezoning application. These guidelines are derived from Chapter 27 Zoning and City Policy.

****INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED OR PROCESSED.****

PLEASE READ INSTRUCTIONS THOROUGHLY

I. PRE-APPLICATION COUNSELING

Prior to submittal of a rezoning application, it is *required* that the applicant schedule counseling sessions with a staff member from the Land Development Coordination Division and the City Transportation Division. The meetings are to advise the applicant of the proper zoning district to request for the intended use, compliance with the Tampa Comprehensive Plan, and determination of methodology for transportation analyses, if needed. It is the applicant's responsibility to obtain the initials of each staff member with whom he/she counsels (see Exhibit A).

If the applicant desires, a full plan review by Development Review Staff can occur prior to submittal of a formal application. The fee for this pre-application plan review is \$100. The review time is approximately 15-30 days.

II. MINIMUM REQUIREMENTS FOR APPLICATION - (ALL FORMS MUST BE TYPEWRITTEN OR NEATLY PRINTED, UNLESS OTHERWISE NOTED)

Application Fee (bank check, cashiers check or money order payable to the City of Tampa; Mastercard, Visa and AMEX (accepted in person). PERSONAL CHECKS AND CASH ARE NOT ACCEPTED

<u>REZONING APPLICATION (NON-SITE PLAN)</u>	
\$1073 plus \$111/acre or portion thereof, up to \$2xxx	
<u>SITE PLAN REZONING APPLICATION</u>	
PD, PD-A, YC-9, CBD-2, CD-2, SH-PD	\$2642 plus \$111/acre or portion thereof, up to \$5407
<u>HILLSBOROUGH COUNTY CITY-COUNTY PLANNING COMMISSION</u>	
All rezoning applications	\$150.00 (made payable to BOCC)
<u>AMENDMENT FEE</u>	
Active application - rescheduling/corrections of the legal description/changes to application affecting the request or use	\$324
<u>PLANS RESUBMITTAL</u>	
3rd time and up	25% of the original application fee

All exhibits (A, A-1, B through F) must be typewritten or neatly printed unless otherwise noted below.

ADDITIONAL REQUIRED ITEMS FOR SUBMITTAL:

- A. List of Names, Addresses, and Legal Descriptions (or Folio Numbers) of Surrounding Property Owners ["Participating Neighbors"]. See Item V for requirements.
- B. For Site Plan Rezoning: **COPIES MUST BE FOLDED**). Minimum six (6) copies at time of submittal.
- C. Four (4) copies of boundary/topo-/tree survey.
- D. All applicants must submit one (1) copy of schematic exterior elevations (all views), per plan copy, due with the initial site plan submittal. Photographs may be submitted, in lieu of elevations if the existing building is to remain. All final site plan submittals shall also contain elevations of all sides of the proposed structure(s). CBD and CD elevations shall be in color with pedestrian level views included for review.
- E. Transportation Analysis: The Transportation Engineer will determine whether or not an analysis is required with submittal of the application. Please refer to Exhibit A for sign-off.

III. SUBMITTAL OF AN APPLICATION:

The applicant package shall be submitted to the Land Development office at 1400 North Boulevard or submitted through the City's Accela system at aca.tampagov.net/citizenaccess/default.aspx.

IV. SCHEDULING OF APPLICATIONS

The Land Development Coordination Division (LDC) will assign a 'tentative' public hearing date at time of submittal. Once LDC certifies the application, the public hearing date will be 'officially' assigned. LDC routes the certified application to the City Clerk to be placed on the assigned City Council agenda.

V. NOTIFICATION OF PUBLIC HEARING

- A. **"Good Neighbor Notice/Notice to Participating Organizations"** Exhibit D (Applicant's Responsibility)
In addition to all other notice requirements listed below, the applicant shall be required to notify the registered Participating Organization(s). The applicant sends written notice by regular mail, with a copy of the "most recently filed" site plan, no less than 30 days prior to the public hearing.

Note: All applicants are responsible for obtaining the list of Participating Organizations from the following web site: http://apps.tampagov.net/Zoning_Notice_WebApp/FolioSearch.aspx.

- B. **"Notice to Participating Neighbors (Surrounding Property Owners)"** Exhibit D (Applicant's Responsibility)
 - 1. The applicant shall send a letter notifying all Participating Neighbors (surrounding property owners) of the public hearing. The letters shall be sent by "Certificate of Mailing" (not certified) through the United States Post Office, and must be postmarked a minimum of 30 days prior to the public hearing. The letter must clearly state the full description of the requested special use. (Example: daycare facility, drive-in window/restaurant)
 - 2. The notification shall include all property owners within 250-feet of the property for which the special use is requested. The 250-foot distance shall be measured in all directions from the property lines and shall include streets in the measurement.

3. The property owner list shall be composed according to the most current ad valorem tax roll, which must be obtained from the Hillsborough County Property Appraiser's office or via its official website/ Web-based GIS service, shall be considered the most current tax roll, so long as the list has been produced no more than six (6) months prior to the date of the filing for the pending application

Note: *City Code requires that the original list and parcel/notice map shall be submitted as part of the Affidavit of Compliance.*

C. Sign Posting (Applicant's Responsibility).

The Land Development Coordination Division will provide the applicant with a sign, which states the date, time, and place of the public hearing. *If more than 2 signs are required, applicant will be responsible for cost associated with additional signs.* The applicant shall post the sign in a conspicuous place on or near the front of the property, not obstructed by any site feature, no more than 60 days and no less than 30 days prior to the public hearing. Two (2) photographs must be submitted of each sign as part of the Affidavit of Compliance, which show the posted sign on the subject property and the language as written on the sign when posted.

VI. SUBMITTAL OF AFFIDAVIT OF COMPLIANCE (Applicant's Responsibility)

The applicant must submit the Affidavit of Compliance (Exhibit E), which includes a statement attesting to notification of applicable Participating Organizations, to the City Clerk's office a minimum of fifteen (15) days prior to the public hearing. For each Participating Neighbor/Organization on the notification list, the applicant shall submit the following documents as proof of notification:

- a. A postmarked receipt of the "Certificate of Mailing" for the Participating Neighbors
- b. Two (2) photographs of **each** posted sign (one depicting location of sign on property and one depicting language as written on sign)
- c. The ad valorem tax rolls used for providing notice to property owners and/or participating neighbors. The official list of property owners and dated variance/buffer notice map upon which the list is based, obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service, shall be considered the most current tax roll, so long as the list has been produced no more than six (6) months prior to the date of the filing for the pending application.
- d. A copy of the notice that was sent out to the surrounding property owners and affected neighborhood association(s) (Exhibit F).

The documents shall be submitted to:

**City Clerk's Office, City Hall
315 E Kennedy Blvd., 3rd Floor Tampa, FL 33602
(813) 274-8396**

VII. FAILURE TO COMPLY WITH NOTIFICATION PROCEDURE

GENERAL NOTICE:

Failure to notify all Participating Neighbor(s)/Organization(s)(see Item V) or file the Affidavit of Compliance (see Item VI) by the designated deadlines, means that proper notification of the public hearing has not been provided. Therefore, the public hearing will be cancelled. To request a new hearing date, the applicant shall submit a letter requesting to amend the rezoning application with the applicable amendment fee to the Land Development Coordination Division.

The amendment request and fee must be filed within ten (10) days of the cancelled public hearing date, according to the City Council Rules of Procedure. The amended rezoning request will be rescheduled on the first available City Council rezoning agenda. The applicant will be required to complete all public notice requirements as described in Items V & VI for the new public hearing.

NOTE: *If it is determined by City staff that the information provided relating to the Participating Organization is incorrect, the application will not need to be amended (no amendment fee to be paid); however, the case shall be rescheduled in order for the applicant to provide proper notice.*

VIII. AMENDMENT, DENIAL, WITHDRAWAL AND POSTPONEMENT OF AN APPLICATION

A. Amendment

If the applicant desires to amend the application or an error must be corrected, there will be an amendment fee of \$324.

B. Denial/Postponement

If the rezoning application is denied, a request for the same use on any part of or the entire parcel, can not be reconsidered for twelve (12) months from the date of denial (see City of Tampa Code Section 27-150(b) for conditions under which this time limit may be reduced). No refunds are given for denied applications.

C. Withdrawal

City Council may allow the applicant to withdraw his application before or after the publication advertising the public hearing. No refunds are given for withdrawn applications.

IX. CITY COUNCIL ACTION

A. City Council generally meets the second Thursday of each month at 6:00 p.m. to hold a public hearing on rezoning applications. The applicant or agent must appear at the public hearing to provide City Council with testimony regarding the request. Failure to appear is grounds for City Council to consider the application withdrawn, if no substantial cause is demonstrated for the absence (see Section 27-150).

B. City Council may approve, approve with conditions, continue, or deny the request. Approval is granted by ordinance; denial is accomplished by a motion of the City Council. Pursuant to state law, the ordinance adopting the request takes approximately 2-4 weeks, including final reading by the City Council and signature by the Mayor.

X. COMPLIANCE WITH ALL APPLICABLE CITY CODES

The approval of a rezoning request is only one (1) step in the development process, which also includes, at a minimum, site plan approval and building permit approval. The effect of a rezoning approval is that a zoning district with applicable dimensional standards and range of allowable uses is determined appropriate for a specific location. The application does not waive or modify the requirements of other City Codes.

Application for Rezoning

Print Form

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)



Date Rec'd: _____ Rec'd By: _____

Application Number: _____

Tentative PH Date & Time: _____

Receipt # /Amount Paid: _____

Other Applications on File: _____

Atlas Page: _____

EXHIBIT A

PROPERTY OWNER'S INFORMATION

Name(s): _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Fax Number: _____

email address: _____

APPLICANT'S INFORMATION

Name(s): _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone Number: _____

Fax Number: _____

email address: _____

CONTACT FOR ALL RELATED CORRESPONDENCE

Name(s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

email address: _____

PARCEL INFORMATION

Location Address (List all): _____

Folio Number(s) (List all): _____

Property Size (acres or SF): _____

Current Use of Land: _____ Proposed Use of Land: _____

Current Zoning District: _____ Proposed Zoning District: _____

PRE-APPLICATION AGENCY COUNSELING

****Staff signature does not guarantee accuracy or completion of application, nor approval by Tampa City Council.****

Land Dev. Coord. Planner's Name/Initials: _____ Date Counseled: _____

Planning Comm. Planner's Name/Initials: _____ Date Counseled: _____

To be completed by the HCCCCP Future Land Use: _____ Is requested district consistent with Section 27-21: _____

Trans. Div. Engineer's Name/Initials: _____ Date Counseled: _____

Transportation Analysis Required w/Submittal?: _____

APPLICATION CERTIFICATION

LDC/Right-of-Way Section

Legal Description is correct & complete: _____

Approved by (ROW Staff): _____

Date of approval: _____

LDC/Zoning Section

Application/site plan is correct & complete: _____

Approved by (Zoning Staff): _____

Date of approval: _____

Application for Rezoning

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)



Application Number: _____
City Council District _____
Number of Signs _____
Signs Issued? _____ Date Issued: _____
Overlay District _____
Local Historic District _____
Urban Village _____

EXHIBIT A-1

Location Address (List all): _____

PARTICIPATING ORGANIZATION(S) TO BE NOTIFIED **(ATTACHED ADDITIONAL SHEET IF NEEDED)**

****Participating Organization Names per <http://www.tampagov.net/ldc>****
**** (Applicant's Responsibility to obtain and provide) ****

Contact's Name: _____
Organization Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

Contact's Name: _____
Organization Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

Contact's Name: _____
Organization Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

Contact's Name: _____
Organization Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____

TRANSPORTATION MANAGEMENT

Beginning February 1, 1990, the City of Tampa began to implement the concurrency provisions of the State Growth Management Act. This form is to be utilized to monitor traffic volumes generated by development. Please complete the following information. Any application for a development permit will require this form to be completed and submitted to the Land Development Coordination Division.

Current Use(s) of Land: _____
Structure Size or # of Units: _____

Proposed Use of Land: _____
Structure Size or # of Units: _____

Note: Please check the Plat, Survey, Title Policy and all other documentation relating to your property prior to design and construction. The City of Tampa and its staff **DO NOT** review for compliance with individual private deed restrictions and covenants during permit review. The issuance of a building permit by the City of Tampa signifies that the project is in compliance with the zoning codes of the City of Tampa and City of Tampa and Florida building code. The issuance of a building permit **DOES NOT** insure compliance with private deed restrictions or covenants.

I, THE UNDERSIGNED APPLICANT/AGENT, HEREBY CERTIFY THAT ALL INFORMATION HEREIN IS TRUE & COMPLETE, AND HEREBY AUTHORIZE & ALLOW CITY REPRESENTATIVES TO ACCESS THE SUBJECT PROPERTY. IF THE PROPERTY IS GATED, I WILL PROVIDE ACCESS TO THE PROPERTY UPON REQUEST.

Signature (applicant/agent): _____
(Print): _____
Signature (applicant/agent): _____
(Print): _____

Sworn to and subscribed on this date:
Identification or personally known: _____
Notary Signature: _____
Commission Expiration (Stamp or date): _____

Application for Rezoning

Application Number: _____

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)



EXHIBIT B

LEGAL DESCRIPTION (use separate sheet if needed)
MUST BE TYPED & DO NOT ABBREVIATE:

A large, empty rectangular box with a thin black border, intended for the user to type the legal description of the property.

Application for Rezoning

Application Number: _____

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)



EXHIBIT C

PROJECT NARRATIVE (SITE PLAN ZONING DISTRICTS ONLY)

The evidence stated in this application and submitted herewith will commence according to the officially adopted site plan approved by City Council, AND, other conditions or modifications to the regulations as may be approved as part of the approved zoning amendments, AND, that the approved site plan will bind all successors in title to any commitments made with respect to this rezoning request.

1. Will the development be built in phases? _____

If yes, please complete the following development phasing schedule (create a separate schedule narrative if needed):

Projected completion date: _____	Acreage: _____	Use: _____	Density: _____
Projected completion date: _____	Acreage: _____	Use: _____	Density: _____
Projected completion date: _____	Acreage: _____	Use: _____	Density: _____

2. Ownership and maintenance of common areas and facilities: _____

3. Are there any waivers or variances associated with this application? _____

If yes, please complete the following information (create a separate waiver/variance narrative if needed):

Chapter: _____ **Waiver or variance type:** _____
Chapter: _____ **Waiver or variance type:** _____

Please explain and justify waiver or variance request:

4. Does this application seek bonus density per the Tampa Comprehensive Plan? _____

If yes, please describe the items proposed per Section 27-140 or 27-141 (create a separate Bonus Criteria narrative if needed):

Application for Rezoning

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602



GOOD NEIGHBOR NOTICE FOR PARTICIPATING ORGANIZATIONS/ NOTICE TO PARTICIPATING NEIGHBORS

EXHIBIT D

REZONING PUBLIC HEARING

Application Number: _____

Date: _____

Public Hearing Date: _____

Public Hearing Time: _____

Parcel Address: _____

Current Zoning District: _____

Proposed Zoning District: _____

If requesting a PD, please state the proposed use: _____

Dear Participating Neighbor (Property Owner) or Participating Organization:

Please be advised that the Tampa City Council will hold a public hearing on the date and time noted above for this subject application.

The hearing will be held in:

***City Council Chambers, 3rd Floor, Old City Hall
315 East Kennedy Boulevard (Downtown Tampa)***

If you have questions regarding the request, please contact the applicant or agent listed below.

All interested parties and citizens may appear and be heard as to any and all matters pertinent to this subject special use application. To check the status of the public hearing regarding postponement or cancellation, please contact the City Clerk's office at (813) 274-8396 a minimum of two (2) days prior to the public hearing date.

For those with internet access, the City Council agendas are found at http://www.tampagov.net/dept_City_Council/agenda_links.asp

Please be advised that "any person who decides to appeal the decision of Tampa City Council with respect to this matter will need a record of the proceedings, and for such purpose, may need to hire a court reporter to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based;"

AND,

"In accordance with the Americans with Disabilities Act and Section 286.26 Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office at least forty-eight (48) hours in advance of the meeting."

APPLICANT/AGENT CONTACT INFORMATION

Applicant/Agent Name(s): _____

Applicant/Agent Phone No.: _____

Applicant/Agent email address: _____

Applicant/agent
(signature): _____

Print: _____

Application for Rezoning

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)



Application Number: _____

AFFIDAVIT OF COMPLIANCE

EXHIBIT E

Applicant Name(s): _____

"That I am (we are) the applicant(s) or agent(s) for the following described property:"

Parcel Address (List all): _____

"That this property constitutes the property for which a rezoning approval is requested according to Application Number:"

Application Number: _____

"That attached is a copy of the postmarked Certificate of Mailing receipt for notice (s) to participating neighbors within 250 feet of the subject parcel and a copy of the notice mailed out (Exhibit D), which notice(s) were mailed on:"

Date Mailed: _____

"That attached is a copy of the notice mailed (Exhibit D) to participating organizations as defined by the COT regulations, and that a copy of the most recently filed site plan was mailed with said letter, which notice(s) were mailed on:"

Date Mailed: _____

"That the Original List (property owners with addresses & legal descriptions) and Parcel Notice Map, all as generated by the Hills. Co. Property Appraiser, and list of participating organization(s) is attached and made a part of this Affidavit."

"That two (2) photographs showing the placement of and language on the "notification sign(s)" be made a part of this Affidavit."

Signature (owner/agent): _____

(Print): _____

Signature (owner/agent): _____

(Print): _____

Sworn to and subscribed on this date: (Enter date here): _____

Identification or personally known: _____

Notary Signature: _____

Commission Expiration (Stamp or date): _____

Application for Rezoning

City of Tampa
Land Development Coordination
1400 North Boulevard
Tampa, FL 33602
(813) 274-3100 (phone)



Application Number: _____

AFFIDAVIT TO AUTHORIZE AGENT

**State of Florida
County of Hillsborough
City of Tampa**

EXHIBIT F

I am (we are) the owner(s) and record title holder(s) of the property noted herein

Property Owner's Name(s): _____

"This property constitutes the property for which the following request is made

Property Address (List all): _____

Proposed Use of Land _____

Current Zoning District: _____

Proposed Zoning District: _____

"The undersigned has(have) appointed and does(do) appoint the following agent(s) to execute any application (s) or other documentation necessary to effectuate such application(s)

Agent's Name(s): _____

The undersigned authorizes the above agent(s) to represent me (us) and act as my (our) agent(s) at any public hearing on this matter Yes No

The undersigned authorizes the above agent(s) to agree to any conditions necessary to effectuate this application Yes No

This affidavit has been executed to induce the City of Tampa, Florida, to consider and act on the above described property

I(we), the undersigned authority, hereby certify that the foregoing is true and correct

Signature (owner): _____

(Print): _____

Signature (owner): _____

(Print): _____

Sworn to and subscribed on this date: (Enter date here): _____

Identification or personally known: _____

Notary Signature: _____

Commission Expiration (Stamp or date): _____

PUBLIC HEARING NOTICE CHECK LIST

APPLICANTS RESPONSIBILITY

REZ _____

NOTICE MUST BE DONE NO LATER THAN 30 DAYS PRIOR TO PUBLIC HEARING DATE

MAIL NOTICE

Participating Neighbors (all property owners within 250-feet of the subject property and dated variance/buffer notice map upon which the list is based, obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service).

- **Mailed by "certificate of mailing"** through the United States Post Office (receipt submitted with *the Affidavit of Compliance*)

Participating Organizations (all organizations registered at www.tampagov.net/ldc)

- **Mailed by regular mail** to the address of the authorized representative of the participating organization. The participating organization must receive a copy of the submitted survey or site plan, as applicable.

POST SIGN(S)

Sign Posting (Post sign located on or near the front of the subject property, adjacent to and visible from the street or public right of way and not within a building or obstructed by any site feature, no less than thirty (30) days and, no more than sixty (60) days prior to the public hearing. If the property maintains two (2) or more street frontages, at least one (1) sign must be posted per property frontage.)

- **Take two (2) photographs of each sign** to be attached to the Affidavit of Compliance, which show the posted sign on the subject property and the language as written on the sign when posted.

NO LATER THAN 15 DAYS PRIOR TO PUBLIC HEARING DATE (AFFIDAVIT MUST BE RECEIVED BY THE CITY)

SUBMITTAL OF AFFIDAVIT OF COMPLIANCE (Exhibit C)

- **Submitted to: City of Tampa, City Clerk, 315 East Kennedy Boulevard, 3rd Floor.**

- Affidavit attachments, must include:

The certificate of mailing to the property owner and/or participating neighbors;

The ad valorem tax rolls used for providing notice to property owners and/or participating neighbors. The official list of property owners **and** dated variance/buffer notice map upon which the list is based, obtained from the Hillsborough County Property Appraiser's office or via its official website/Web-based GIS service, shall be considered the most current tax roll, so long as the list has been produced no more than six (6) months prior to the date of the filing for the pending application;

A copy of the mailed notice letter;

The required photographs of the sign(s); and,

The list of participating organizations which were provided good neighbor notice, including the mailing address and authorized representative.

I reviewed and understand the above requirements for public hearing notice.

APPLICANT SIGNATURE

DATE

This must be submitted at the time of application intake. A copy will be provided to you to assist in the completion of notice.

REZONING APPLICATION

SITE PLAN REQUIREMENTS

An application for rezoning to any site plan zoning district (CBD-2, CD-2, YC-9, SH-PD, PD-A or PD) requires submittal of a site plan. The Rezoning request will be evaluated based on compliance with the Tampa Comprehensive Plan in addition to the appropriateness of the site plan based on the requirements of Chapter 27 and other applicable land development regulations.

If City Council grants the rezoning request, the Site Plan will be binding upon the owner and his/her successors in title. Development of the property shall only occur in strict conformance with the approved site plan. Any proposed changes to the approved site plan are subject to the approval of the Zoning Administrator, through the Substantial Deviation Review process.

The developer remains responsible for compliance with all applicable City Codes at time of building permitting.

REQUIRED GENERAL INFORMATION

1. North Arrow, legend, scale.
2. Drawing size (minimum allowed): 24" x 36" (alternate sizes may be permitted by the Zoning Administrator).
3. Total acreage of the site.
4. Total residential density, if applicable.
5. Total floor area ratio and total building square footage, if applicable.
6. Signature lines for City Council Chairman, City Clerk, and Zoning Administrator are to be located in the lower right hand corner of the site plan.
7. For site plans involving existing buildings with nonconforming structures or characteristics of use, the site plan shall contain the following statement: ***""If the structure(s) are destroyed in excess of 75% of the assessed value, the redevelopment of the site regarding setbacks, buffering, parking and all other land development regulations will require review by the City Council at a noticed public hearing which complies with Section 27-394(c), Public Notice Requirements, as amended."***
8. Statement of commitment to comply with City of Tampa development regulations, such as the Tree and Landscape Code, Stormwater Management regulations, and Fire Codes applicable to the project at time of permitting.

EXISTING CONDITIONS

1. Existing development within 250 feet of the site (most recent aerial acceptable).
2. All property within 250 feet shall be identified by subdivision name and plat book and page, or if unplatted, it shall be so designated.
3. Approximate location, size, and type of existing trees, water bodies, vegetation and other significant natural features.
4. Name, location and width of all existing street and alley rights-of-way, within or adjacent to the site.
5. Existing type and width of pavement on all streets and alley within or adjacent to the site.
6. Location, width and use of all easements within or adjacent to the site.
7. Existing Flood Plain Map data for the site according to the "100 Year Flood Classification".
8. Delineation of all existing jurisdictional wetlands and/or conservation areas.

PROPOSED IMPROVEMENTS

1. Location, size, height and use of all proposed buildings.
2. Proposed building setbacks.
3. Total floor area by proposed use.
4. Location and purpose of all areas dedicated or reserved to the public or to the inhabitants of the project.
5. Location and dimensions of proposed parking and service areas, including typical parking space dimensions.
6. Proposed circulation pattern, including access to adjacent streets and/or alleys.
7. Proposed parking lot landscaping.
8. Proposed buffering from adjacent residential Zoning Districts.
9. Proposed location and method of Stormwater retention.
10. Proposed location and screening of solid waste containers.
11. Proposed location, size, and total amount of required open space, if applicable.
12. Proposed location of new fire hydrants and distance to structures.
13. Proposed location of new sidewalks and their dimension.
14. Proposed location of all new signs; including; height, size and compliance with RO, RO-1 and CN limitations, if application (Section 27-352(C) 2.(B).

BUILDING IMPROVEMENTS

1. State Southern Building Code definition for types of construction proposed and existing.
2. For the RO, RO-1 and CN Districts, exterior elevations of all sides of the project. In cases where the existing facade of the existing structure is to be maintained, a photograph(s) of the structure may meet this requirement. Commitment to maintain the building front shall be noted on the site plan.

WAIVER/VARIANCE REQUEST

Summarize the variance(s) requested. Sections of Article XIII which are eligible for review and approval of variance or waiver by City Council are:

- Section 27-324, General Requirements. (a) 4. Refuse Stations, Storage Areas and Off-Street Loading Areas; (a) 5. Utilities; (a) 6 Non-residential Areas; (b) Alternative Residential Development.
- Section 27-325, RO, RO-1 and CN Districts. Area, Height, Bulk and Placement Regulations. (except for density and intensity)

TYPE OF REZONING REQUESTED.
(Indicate PROPOSED ZONING DISTRICT and reason for request.)

- PROPOSED IMPROVEMENTS (DRAWING):**
- Home, location, and width of existing street and alley rights-of-way, adjacent to the site.
 - Width of existing pavement on all streets and alleys adjacent to the site.
 - Location, width and type of all easements adjacent to the site.
 - Clearly show the property boundaries of the parcel(s) involved in the special use.
 - Location, size, height and use of all proposed additions and/or new buildings.
 - Existing and proposed building setbacks
 - Location and dimension of existing and proposed driveways, and parking areas include typical parking space.
 - Existing and proposed parking lot landscaping.
 - Approximate location and size of significant natural features such as trees, lakes, etc.
 - Existing and proposed buffering from adjacent uses.
 - Show conceptual layout of proposed retention system.

LOCATION MAP:

LEGAL DESCRIPTION:
- Folio Number
- Square Footage

GENERAL NOTES:

LEGEND:

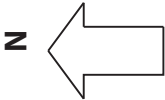
CASE NO. : _____ DATE: _____

DATE CITY _____ COUNCIL CHAIRMAN _____

DATE CITY _____ CLERK _____

CERTIFIED DATE _____ ZONING ADMINISTRATOR _____

TITLE BLOCK:
 -Firm's name and address
 -Project name and location.
 -The site plan must be to scale. State scale on drawing.
 - Drawing data.
 - Revision block.
 - Show North arrow.
 - Project name and location.



THIS EXAMPLE FOR GENERAL INFORMATION ONLY

36" MAX

FOR REZONING SITE PLAN REQUIREMENTS