

4. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

5. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the Zoning Code Map Amendment.

Zoning Code Text Amendment

Submittal Requirements for Zoning Code Text Amendment. The following core requirements shall be submitted as part of the application materials: 1, 3, 6 and 24.

In addition the following application materials shall be submitted:

1. Text amendment proposed wording, and a written explanation of why change is requested.
2. Zoning Ordinance Sections that are proposed to be amended.
3. Affidavit of applicant, which establishes ownership and that the information being provided is correct.
4. If the text amendment would add an additional use to a Zone District, then a site specific development plan according to the above requirements for a Zoning Code Map amendment should be submitted.
5. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the text amendment.

Conditional Use Application

Core requirements except for 4, 10, and 15.

In addition, the following application materials shall be submitted:

6. A development plan of the entire property being considered, drawn to a scale of not more than one (1) inch equals one hundred (100) feet, and showing the proposed site/building/sign plans.
7. Statement of compliance with all required conditions as set forth in Section 1203.05 of Land Development Code.
8. Affidavit of applicant, which establishes ownership and that the information being provided is correct.
9. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the conditional use application.
10. 8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.

Variance

Submittal Requirements for Variance. The following core requirements shall be submitted as part of the application materials: 1, 3, 6, 8, and 9.

In addition the following application materials shall be submitted:

11. Statement of compliance with standards of approval of variances set forth in Section 1204.03 of Land Development Code.
12. If applicable, proposed site/building/sign plans, illustrating locations of required front, side and rear yard setback lines.
13. Land Development Code Sections applicable to request for variance.

14. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

15. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the variance request.

16. Explanation of any variance request from including reason(s) and justification(s) for the request(s).

17. 8½ x 11 reduction of the site plans to be submitted prior to scheduled Board or Commission Meeting.

Appeals to the BZBA of Administrative Decisions

The following core requirements shall be submitted as part of the application materials: 1, 3 and 6. In addition, the following application materials shall be submitted:

18. All records of proceedings and documents pertaining to the decision being appealed.

19. Land Development Code Ordinance Sections applicable to the appeal.

20. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

21. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the variance request.

Enlargement, Extension, Replacement, or Substitution of a Nonconforming Use or Structure.

The following core requirements shall be submitted as part of the application materials: 1, 3, 6, 8, 9, and 23. In addition, the following application materials shall be submitted:

22. Proposed site/building/parking plans, illustrating locations of required front, side and rear yard setback lines. Such plans shall also illustrate size and location of existing building(s), as well as proposed areas of expansion.

23. Statement of compliance with standards of approval for nonconforming use/structure standards set forth in Section 1206.05 of this Code.

24. Affidavit of applicant, which establishes ownership and that the information being provided is correct.

25. Any other information deemed necessary by the City to make a fully informed and deliberate decision on the proposed request.

Architecture and Historic Board of Review

(SEE SEPARATE INFORMATION)

(Ord. 18-93. Passed 10-15-19.)