



**CHANGE OF ZONE  
PLANNING AND ZONING COMMISSION  
GUIDELINES**

The following document must be submitted to the Department of Development Services in order for the department to process your request for a Change of Zone:

1. A copy of the property's Warranty Deed with Owner consent.
2. If you are acting as an agent/representative for the property, you must bring a letter signed by the owner stating his consent for the request being applied for.
3. A completely filled out application.
4. A processing fee for the Change of Zone as it applies to your situation:

Commercial or Industrial Zones (O-P, N-C, C, C-2, H-C, L-I, H-I)

- Less than one (1) acre \$200.00
- 1.0 acre to 4.99 acres \$300.00
- 5.00 acres & over \$400.00 + \$50.00/acre over the first five (5) acres

**[Partial acres will be rounded to the nearest whole acre]**

5. A site plan of your property. The site plan shall contain the following items:
  - A. The location of all structures on the subject property and on adjoining property;
  - B. Landscaping and/or fencing of yards and setback areas and proposed changes.
  - C. Design of ingress and egress;
  - D. Off-street parking and loading facilities;
  - E. Height of all structures;
  - F. Proposed uses; and
  - G. The location and type of all signs, including lighting and heights.
6. Narrative: proposed use and intent of property.

**EXAMPLE SITE PLAN**

