



# CITY OF LOWELL APPLICATION & CHECKLIST REZONING



**STAFF USE ONLY**

Date Application Submitted \_\_\_\_\_  
 Date Accepted as Complete \_\_\_\_\_  
 Case/Appeal Number \_\_\_\_\_  
 Public Hearing Date \_\_\_\_\_

**FEE: \$250.00**

**APPLICATION**

Fill out this form completely, supplying all necessary information and documentation to support your request.  
*Your application will not be placed on the Planning Commission agenda until this information is furnished.*

**GENERAL INFORMATION**

Applicant _____	Day Phone: _____
Address: _____	Fax #: _____
_____	
Representative _____	Day Phone: _____
Address: _____	Fax #: _____
_____	
Property Owner: _____	Day Phone: _____
Address: _____	Fax #: _____
_____	

**INDICATE WHERE CORRESPONDENCE SHOULD BE SENT:** \_\_\_\_\_ Applicant \_\_\_\_\_ Representative  
 \_\_\_\_\_ Owner

Site Address: \_\_\_\_\_  
 \_\_\_\_\_

Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

**Attach Legal Description of Property.** (This may be found on deed or current survey of property.)

**FINANCIAL INTERESTS**

The following entities and/or people have financial interest in this project:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**APPLICANT/REPRESENTATIVE:** I certify under penalty of perjury that the foregoing statements and answers herein made, all data, information and evidence herewith submitted are in all respects, to the best of my knowledge and belief, true and correct. I understand that submittal of incomplete, incorrect or false information is grounds for invalidation of the application. I understand the City may not approve my application or may set conditions on approval.

\_\_\_\_\_  
Signature Date

**PROPERTY OWNER/AUTHORIZED AGENT:** I certify under penalty of perjury that I am the owner of the property that is the subject of this application and that I have read this application and consent to its filing. (If signed by the authorized agent, a letter from the property owner must be provided indicating that the agent is authorized to act on his/her behalf.)

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Signature

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Date

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**Checklist:\***

**YES    NO    N/A**

- |                          |                          |                          |   |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Completed application form.  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Payment of application fee: \$250.00   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Notification to all property owners within 300 feet of subject property adjacent to the exterior boundaries, including across streets and alleys. Notice shall be by certified mail, return receipt requested, to each property owner from a list certified by a licensed abstract company. A copy of the letter sent to all property owners and the certified list shall be filed with the application. The signed return receipt requested cards (PS form 3811), any letters returned as undeliverable, and the certified mail receipt (PS form 3800) stamped by the Post Office for all cards and letters not returned shall be given to the planning department by the Wednesday preceding the hearing date. Letter of notification can be obtained at the Planning Department, an electronic copy can be obtained via e-mail or hard copy will be given to applicant. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Assessor's parcel numbers for all adjoining property owners, along with a copy of the applicable assessor's parcel map showing subject parcels with property owners' names printed on the property they own.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. A copy of the deed or survey of the property to be rezoned. A survey may be required if the property description cannot accurately be platted or is described by referring to other deeds.   |
|                          |                          |                          | 6. A written statement with the following:  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | A. Explanation of the proposed zoning change, including current owner information and any proposed sales.   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | B. Reason (need) for requesting the zoning change.  |
|                          |                          |                          | C. Statement of how the property will relate to surrounding properties:   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Use  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Traffic  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Appearance   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Signage  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | D. Availability of water and sewer (state size of lines).   |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Applicant shall provide one each of the following, vicinity map and site plan, on an 8.5"x11" sheet. A legal description in MS Word Format will be submitted on CD or floppy at the time of submission. Questions concerning this requirement may be directed to the Planning Department.  |

**Applicant shall positively certify each item. Where "No" or "N/A" is checked, Applicant shall submit a written explanation why the item is not positively certified.**