



## Zone Change Application Checklist

Note: Unless directed otherwise by the City, all applications and associated plats, plans and documents must be submitted to the City Planner.

- Application completed; including names and addresses of applicant, owner(s); affidavit of owners and applicant; all signed and notarized. A complete concept plan for the proposed use of the property must accompany the request.
- Six copies of documents and plans with plans in an appropriate size to provide sufficient detail for review. If larger than 11 by 17, then one reduction to 11 by 17.
- One PDF copy to [mforsgren@pleasantviewcity.com](mailto:mforsgren@pleasantviewcity.com)
- A concept plan of the project that includes a north point, scale and date; a vicinity plan; boundary lines of the proposed project; location all existing or platted streets; important features such as rail lines, water courses, exceptional topography, and buildings within and immediately adjacent to the project; locations and dimensions of all proposed streets, easements, lots, open spaces and other features, with appropriate labeling.
- Vicinity plans must include a representation of the proposed development with blocks and streets and their relationship to existing streets and utilities; all existing streets, public facilities such as schools or parks, and any commercial or industrial areas within one mile of the project area; all undeveloped areas within the general area of the proposed development and proposed future street systems for that area.
- Statement of applicant as to intention and plans for the project.
- Payment of fees.

**Affidavit**

**Property Owner**

I (we) \_\_\_\_\_ (please print) certify that I (we) am(are) the Owners(s) of record of the property identified in this application and the statements, drawings, and other exhibits contained herein are in all respects true and correct to the best of my(our) knowledge.

Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to me on \_\_\_\_\_ (date)

Notary \_\_\_\_\_

(Residing in: \_\_\_\_\_)

My commission expires \_\_\_\_\_ (date)

**Agent Authorization**

I (we) \_\_\_\_\_ (please print), the owner(s) of the real property identified in this application, do authorize as my (our) agents(s) \_\_\_\_\_ (please print) to represent me(us) and appear on my(our) behalf before any administrative or legislative body concerning this application and to act in all respects as our agent in matters pertaining to the this application.

Property Owner(s) \_\_\_\_\_  
\_\_\_\_\_

Subscribed and sworn to me on \_\_\_\_\_ (date)

Notary \_\_\_\_\_

(Residing in: \_\_\_\_\_)

My commission expires \_\_\_\_\_ (date)