



CITY OF PRICEVILLE ZONING APPLICATION

OFFICE USE ONLY	
Date Received	_____
Clerk	_____

- Initial Zoning (upon annexation) Re-Zoning Pre-Zoning (prior to annexation)

1. Applicant Information

Name		Phone No.	
Mailing Address			

(If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as the Agent for the owner)

2. Owner(s) of Record Information

Printed Name(s)	1)	2)
Signature(s)	1)	2)
Mailing Address		Phone No.
Attest: Notary Public		Seal

Note: A true and exact copy of the Deed of Record must be attached to and made a part of this application.

3. Location of Property

Geographic location, street, road, highway	
Legal description (including section, township, and range)	

4. Current Use of Property:

(Single-family, Multi-family, Business, Manufacturing, Place of Worship, Etc.)

Proposed Use of Property:

(Single-family, Multi-family, Business, Manufacturing, Place of Worship, Etc.)

5. Current Zoning (if applicable):

Requested Zoning:

(see page 2 for additional information)

APPLICATION REQUIREMENTS

- **COPY OF PROPERTY DEED MUST BE ATTACHED**
 - **APPLICATION MUST BE SIGNED BY ALL OWNERS SHOWN ON THE DEED**
 - **APPLICATION MUST BE SUBMITTED BY THE LAST MONDAY OF THE PRECEDING MONTH IN WHICH CONSIDERATION IS REQUESTED**
- A. INITIAL ZONING (UPON ANNEXATION)**
- No charge
 - Copy of annexation petition must be attached
- B. RE-ZONING**
- Non-refundable fees:
 - o \$200 fee due at time of application
 - o Mail and legal notice costs due – TBD following review
 - Vicinity map showing the site and zoning of adjacent properties
 - A statement from all applicable utilities that said utilities are available to serve the proposed use
 - Any supplemental information which will assist the Planning Commission in reviewing the zoning amendment
- C. PRE-ZONING (PRIOR TO ANNEXATION)**
- Non-refundable fees:
 - o \$200 fee due at time of application
 - o Mail and legal notice costs due – TBD following review
 - Copy of annexation petition must be attached:
 - o The annexation petition is placed on-hold pending the outcome of the pre-zoning process.
 - NOTE: Submittal of a pre-zoning application is an agreement to immediately annex the property if the zoning district is approved as requested by the owner(s).

PROCEDURE

- A. INITIAL ZONING (UPON ANNEXATION)**
- 1) TRC reviews the application and makes a recommendation to the Planning Commission
 - 2) Planning Commission considers the TRC's recommendation and makes a recommendation to the City Council
 - 3) City Council considers the Commission's recommendation and assigns zoning upon annexation
- B. RE-ZONING**
- 1) TRC reviews the application, determines mail and legal notice costs for public notice, and makes a recommendation to the Planning Commission.
 - 2) Planning Commission considers the TRC's recommendation and sets a public hearing if mail and legal notice costs for public notice have been paid.
 - 3) Planning Commission holds the public hearing and makes a recommendation to the City Council.
 - i. NOTE: The Commission has 60 calendar days from initial review to submit its recommendation to the Council
 - 4) City Council considers the Commission's recommendation and sets a second public hearing.
 - 5) City Council holds the public hearing and either approves or denies the zoning amendment.
- NOTE: Public Hearings must be set during a Commission / Council meeting. Public hearings are generally set to be held during the following month from which the hearing was set.
- C. PRE-ZONING (PRIOR TO ANNEXATION)**
- 1) See procedure outline for Re-Zoning above
 - 2) The City Council may immediately annex the property if the zoning district is approved as requested by the owner(s).
- NOTE: Any pre-zoning established shall be null and void if the property is not annexed within 180 days of the receipt of initial annexation application.