



## Zone Change Checklist

*Please refer to Washington County Code Title 10. All Zone Change Applications must meet the applicable requirements of local, state and federal law. This type of land use application requires a Public Hearing during the Planning Commission Meeting.*

Deadline for applications is the last Tuesday of each month – completed with payment received. All applications must be reviewed at the Joint Utility Department Staff Meeting. No application will move forward until approved at Staff level.

Before any Zone Change applications can be considered the applicant shall provide the following (*incomplete applications will be rejected*):

1. Fully completed zone change application forms, plans, and exhibits.
2. All applicable fees.
3. Proof of ownership (must match title report).
4. Proof of access.
5. Concept plan, site plan, or reason for zone change request.
6. Legal description of the property.
7. Mailing labels containing the names and addresses of adjoining property owners within a 500' radius of parcel. (These may be obtained from the Recorder's Office)

Each zone change request from a less dense zone to a denser zone shall provide proof of all required utilities, including:

1. Septic feasibility.
2. Evidence of available water.
3. Fire protection plan.
4. Will serve letter from the applicable power company or approved alternative energy plan.

After all necessary documents and required information has been submitted, the Community Development Department shall review the application for completeness. Once reviewed and accepted, the applicant will meet with the Joint Utility Development Staff in their monthly meeting held on the 1<sup>st</sup> Tuesday of each month at 9:30 a.m. in the Community Development Conference Room. \*\*The application will not proceed to the Joint Utility Development Staff Meeting until the Community Development Staff has reviewed and accepted the application for completeness.



If accepted at the Joint Utility Development Staff Meeting, and no additional information is needed, the Zone Change will be added to the Planning Commission Agenda for the following month. Notices will be mailed to adjoining property owners 14 days prior to the Public Hearing held at the Planning Commission Meeting. The Planning Commission meets on the 2<sup>nd</sup> Tuesday of each month at 1:30 in the Commission Chambers and is a recommending body to the County Commission regarding zone changes. The County Commission is the Land Use Authority for this application.



## Zone Change Application

*Please refer to Washington County Code Title 10. All Zone Change Applications must meet the applicable requirements of local, state and federal law. This type of land use application requires a Public Hearing during the Planning Commission Meeting.*

Property Owner / Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Representing Firm (if applicable): \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for requested zone change:

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Parcel(s) ID: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Zone: \_\_\_\_\_ Proposed Zone: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Office Use Only:

Zone Change Fee – Date Paid \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cash / Check / CC

Receipt # \_\_\_\_\_ Received By: \_\_\_\_\_ Reviewed for Completeness: \_\_\_\_\_



## Land Use Application

*Application deadline is the last Tuesday of each month. Application must be complete, and payment received prior to acceptance by the Community Development Department. All incomplete applications will be rejected.*

Application Type:

|                                                                                                                                                                                                         |                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="radio"/> Conditional Use Permit<br><input type="radio"/> Site Plan<br><input type="radio"/> Variance<br><input type="radio"/> Lot Line Adjustment<br><input type="radio"/> Road Dedication | <input type="radio"/> Zone Change<br><input type="radio"/> Amended Plat<br><input type="radio"/> Preliminary Plat<br><input type="radio"/> Final Plat<br><input type="radio"/> Other: _____ |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Project Name and Description: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Address or Approximate Location: \_\_\_\_\_

Subdivision Name (if applicable): \_\_\_\_\_

Parcel(s) ID: \_\_\_\_\_

Area in Acres: \_\_\_\_\_ Existing Zone: \_\_\_\_\_ Existing Use: \_\_\_\_\_

Proposed Zone (if applicable): \_\_\_\_\_ Proposed Use: \_\_\_\_\_

I certify that I am signing this application form as an owner of record to the property included in this application. I certify that the information and exhibits submitted are true and correct to the best of my knowledge. I understand that all materials required by Washington County must be submitted prior to having this matter processed. I understand that public hearings or meetings may be required. I understand that I am consenting to allow the County Staff involved in this application or their designees to enter onto and inspect the subject property at any reasonable time, without obtaining any prior consent.

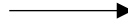
All Landowners are required to sign this application. If additional space is needed, attach additional sheet signed and dated by the applicants.

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

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

**Submit application and necessary documents to Community Development (CDD) for review.**

- Complete submittal of applications with original signatures, & applicable fees.



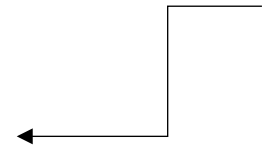
**Plans routed to Staff Members Participating in Joint Utility Development (JUD)**

- JUD Meeting is held the 1<sup>st</sup> Tuesday of each month @ 9:30 am.
- Plans reviewed by: County Staff, Health Department, Water Conservancy, and SSD.
- Comments are discussed at JUD



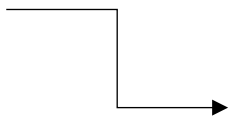
**JUD Meeting**

- If comments are significant, the applicant will need to address them before they can proceed to the next step.
- **For all projects**, if comments aren't significant, application may proceed to PC.



**Planning Commission (PC) Meeting**

- **Planning Commission meetings are held the 2<sup>nd</sup> Tuesday of each month @ 1:30 pm.**
- If PC is the decision making body and it is approved, a resolution will be issued.
- If PC is the recommending body, a memorandum will be issued with the recommendation to the County Commission.



**County Commission (CC)**

- **County Commission Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month @ 4:00 pm.**
- If CC is the decision making body and it is approved, an ordinance or resolution will be issued.

| Application Types                                                                                                                                              | CDD | JUD | PC | CC |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----|----|----|
| Temporary Use Permit                                                                                                                                           | D   |     |    |    |
| Conditional Use<br><i>A Notice on property is required</i>                                                                                                     |     | R   | D  |    |
| Zone Change<br><i>A Public Hearing is required</i>                                                                                                             |     | R   | R  | D  |
| Lot Line Adjustment                                                                                                                                            |     | R   | D  |    |
| Amended Plat<br><i>A Public Hearing is required</i>                                                                                                            |     | R   | D  |    |
| Preliminary Plat                                                                                                                                               |     | R   | D  |    |
| Final Plat                                                                                                                                                     |     | R   | D  | *  |
| Planned Development<br><i>A Public Hearing is required</i>                                                                                                     |     | R   | R  | D  |
| Site Plan                                                                                                                                                      |     | R   | D  |    |
| <p><b>R</b> – Required Review/ Comments Rendered</p> <p><b>D</b> – Required Review/ Decision Making Body</p> <p><b>*</b> – Approved on CC Consent Calendar</p> |     |     |    |    |

**\*\* Refer to the specific application for instructions on how to submit applications, fees, drawings, and documents.**  
**ALL PUBLIC HEARINGS ARE HELD IN THE PLANNING COMMISSION MEETINGS**