



Community Development

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 1st 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



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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 2nd 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.



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Zone Change Application

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Property Owner / Applicant: _____ Phone: _____

Address: _____ Email: _____

Representing Firm (if applicable): _____ Phone: _____

Address: _____ Email: _____

Reason for requested zone change:

Parcel(s) ID: _____ Acreage: _____

Current Zone: _____ Proposed Zone: _____

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Office Use Only:

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

Receipt # _____ Received By: _____ Reviewed for Completeness: _____



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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	<input type="radio"/> Zone Change
<input type="radio"/> Site Plan	<input type="radio"/> Amended Plat
<input type="radio"/> Variance	<input type="radio"/> Preliminary Plat
<input type="radio"/> Lot Line Adjustment	<input type="radio"/> Final Plat
<input type="radio"/> Road Dedication	<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: _____