

Property Survey

- Location Map of property to be rezoned, delineating proposed district boundaries
- Field Notes: A legal description of the property performed, signed and sealed by a licensed Surveyor, including a to-scale 8 1/2" x 11" sketch of the property boundaries (required if proposed zoning district boundary is not a platted lot)

Development Plan

- Development Plan (see Detailed Information section below)

Detailed Information

The Letter of Intent shall include:

- Existing zoning district
- Proposed base zoning district
- Future Land Use and Growth Tier designations
- Acreage of property to be rezoned
- Justification and explanation of how the proposal is in compliance with the City's [2030 Comprehensive Plan](#). Cite the goals and policies of the 2030 Plan that will be met by the proposal.
- Explanation of how roads and utilities will serve the property
- Comparison table of proposed development and architectural standards vs. current UDC standards
- Justification for any deviations from the UDC requirements and proposed mitigations for those deviations
- If existing structures or features of property will be utilized, provide a Conceptual Site Layout exemplifying how the structures will meet all applicable development standards of the proposed zoning district (i.e. legal nonconformities per [UDC Chapter 14](#) will not be created)
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.06.030](#)
 - The application is complete and the information contained within the application is sufficient and correct enough to allow adequate review and final action;
 - The zoning change is consistent with the Comprehensive Plan;
 - The zoning change promotes the health, safety or general welfare of the City and the safe orderly, and healthful development of the City;
 - The zoning change is compatible with the present zoning and conforming uses of nearby property and with the character of the neighborhood; and
 - The property to be rezoned is suitable for uses permitted by the district that would be applied by the proposed amendment.
- Explanation as to how the request meets the approval criteria outlined in [UDC Section 3.06.040](#)
 - A variety of housing types, employment opportunities, or commercial services to achieve a balanced community;
 - An orderly and creative arrangement of all land uses with respect to each other and to the entire community;
 - A planned and integrated comprehensive transportation system providing for a separation of pedestrian and vehicular traffic, to include facilities such as roadways, bicycle ways, and pedestrian walkways;
 - The provisions of cultural or recreational facilities for all segments of the community;
 - The location of general building envelopes to take maximum advantage of the natural and manmade environment; and
 - The staging of development in a manner which can be accommodated by the timely provision of public

Detailed Information

utilities, facilities, and services.

The **Development Plan** shall include:

- Proposed land uses including uses to be prohibited, if different than base zoning district
- Proposed development and architectural standards
- Existing natural features, drainageways, one-hundred year floodplain, if applicable, and existing topography at a maximum of five-foot (5') contour intervals
- Location of proposed buildings, building envelopes, or building setbacks
- A tabulation of proposed dwelling unit density in residential areas
- A tabulation of proposed floor area ratios, and/ or square footage of development, and maximum heights of proposed buildings
- Proposed circulation systems, including preliminary street cross sections
- Proposed public parks, greenbelts, and other open space
- Proposed public facilities (i.e., school sites, fire stations, etc.)
- Location, size and type of proposed landscaping including existing landscaping (trees)
- Demonstrate compliance with Chapters [11](#) and [12](#) of the UDC, per UDC Section [4.06.010.D](#).