

Checklist for Rezoning Application

The following information is to be supplied to the **Roaming Shores Planning Commission** by the **Village Council** and/or **Applicant** when applying for a rezoning.

_____ 1. **Cover Letter.** Letter from applicant (Trustees, Zoning Commission, or land owner/lessee) describing the reason for seeking the rezoning.

_____ 2. **Tax Map.** Map must show all properties within 500' of subject property. Map shall not be reduced or enlarged, and must show date it was copied. Indicate Permanent Parcel ID number(s) of subject property. Maps are available at the **County Engineer's Tax Map Department.**

_____ 3. **Deed to the property.** Copies of deeds are available at the **County Recorder's Office.**

_____ 4. **Sketch of Existing Land Uses.** Indicate uses of subject property and of surrounding parcels within a 500' radius. Tax map may be used to show this information. Some field observation may also be necessary. This is the responsibility of the applicant.

_____ 5. **Present and Proposed Zoning Classifications.** A copy of the official township zoning map will best represent this information. Key to classifications must be provided.

_____ 6. **Statement about Development.** Township or applicant should describe the overall pattern of development of subject property and the general vicinity.

_____ 7. **Pertinent Information.** Include any information that would give further insight to Planning Commission members to aid in the analysis of the case.

_____ 8. **Vicinity Map.** Map should show the property's general location as it relates to municipal/township boundaries and streets. A tax map is generally not a good vicinity map.

_____ 9. **Survey.** Rezoning is important enough to require a survey. However, the lack of a survey will not preclude an application from being considered.

_____ 10. **Site Plan.** If available, applicant should submit a site plan of the subject parcel showing proposed and existing buildings, utilities, driveways, general traffic circulation, etc.

The Roaming Shores Village Planning Commission meets the 2nd Tuesday of each month. Please contact the Village Office at 563-5083 for confirmation of a particular month.

The Planning Commission will use this checklist during the review of a rezoning. Items 1, 2, 3, 4, 5, 6, 7, and 8, **are required**. Items 9 and 10 are strongly encouraged.

Applicant Name _____ Phone _____

Address _____

Date Submitted TO Village _____

SUBMITTED TO RSVPC BY: _____

Date Submitted to Planning Commission _____