



5400 West Civic Center Drive - Suite 1
Highland, UT 84003
Phone 772-4515 Fax 756-6903
Community Development Department

REZONE APPLICATION

STAFF USE ONLY

Application Date: ___ / ___ / ___ Application Number: _____ Fee Owed: \$1,000.00
Received by: _____ Receipt #: _____ Cash/Card/Check (Check #: _____)
Planning Commission Meeting Date: _____ City Council Meeting Date: _____
Application: Approved/Denied Staff Comments: _____

PROJECT INFORMATION

Name: _____

Address: _____

Acreage/Property Size: _____

APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Phone #: _____ Fax #: _____

Email Address: _____

Owner Information

Owner Name: _____

Owner Address: _____

Owner Phone #: _____ Owner Email Address: _____

Owner's Signature: _____



PROPERTY OWNERS AFFIDAVIT

I (we) _____, being first duly sworn, depose and say that I (we) am (are) the current owner of the property involved in this application; that I (we) have read the application and attached plans and other exhibits and are familiar with its contents; and that said contents are in all respects true and correct based upon personal knowledge.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public

AGENT AUTHORIZATION AFFIDAVIT

I (we), _____, owner(s) of the real property located at _____, in Highland City, Utah, do hereby appoint _____, as my (our) agent to represent me (us) with regard to this application affecting the able described real property.

Owner's Signature

Owner's Signature (co-owner, if any)

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20____.

Notary Public



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REZONE REQUEST CHECKLIST

The following items are required for processing. An application will not be accepted without these items.

TO BE COMPLETED BY STAFF		DELIVERABLES
YES	NO	
		Completed and Signed Planning Application.
		Applicant's and owner's original signatures on Planning Application.
		Review Fee: \$1,000.00.
		Legible vicinity map indicating the exact location of the property on a separate 8 1/2"x11" sheet (1 copy).
		Legal description of property on a separate 8 1/2"x11" sheet (1 copy).
		Current Title Report (1 copy).
		Property ownership map and list within 500 feet and affidavit of notification (see page 5).
		Addressed, stamped envelopes with no return address for all property owners within 500 feet of the property.
		Narrative summarizing the proposed rezoning and the purpose of the request (7 copies).
		Preliminary plat or site plan showing intent of the rezone request area (if applicable). 24"x36" (3 copies) Copies must be drawn to scale.
		Reduced copies of all required full sized plans 11"x17" (5 copies).
		All plans on disc as PDF labeled and dated (1 copy).
		Neighborhood Notification Meeting Packet.

The applicant should be aware that there may be requests to provide additional materials for staff review, Planning Commission and/or City Council meetings.

Signature: _____

Printed Name: _____

Date: _____

Phone Number: _____

This application requires a Neighborhood Notification Meeting. The Planning Commission may require a Public Hearing. A Public Hearing is required by the City Council.

REZONE REQUEST PROJECT NARRATIVE

The following must be included/addressed. An application will not be accepted without a project narrative.

1. What is the existing and proposed use (include a detailed description)?
2. What separates this property from other property in Highland for this use to be considered?
3. How can the proposed use benefit Highland City more than the existing use? Provide justification for the rezone request.
4. What is the compatibility of the proposed use with surrounding land uses?
5. How is the proposed use consistent with the Highland City General Plan and in compliance with the Highland City Development Code and other city codes & regulations?
6. Discuss the impact of public services, including utilities, schools, and recreation.
7. Discuss ingress and egress to the property, as well as site circulation.

This application requires a Neighborhood Notification Meeting. The Planning Commission may require a Public Hearing. A Public Hearing is required by the City Council.

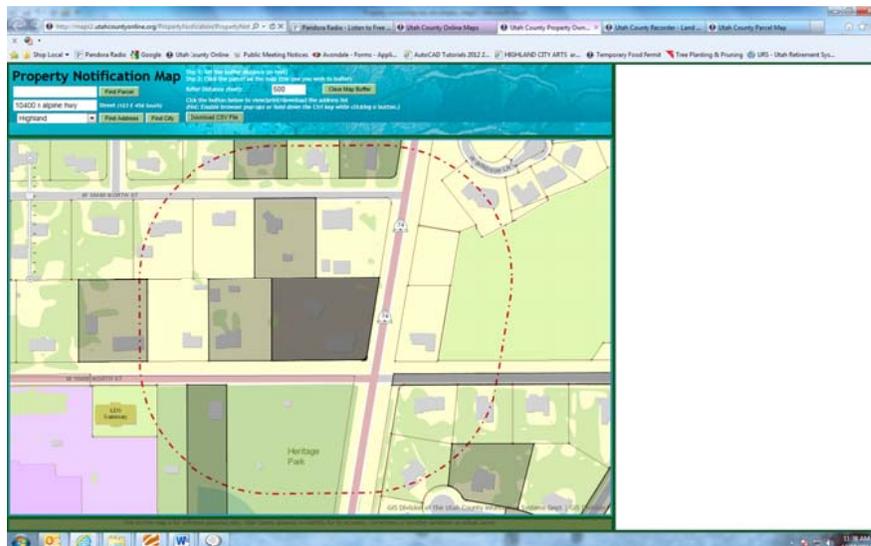
If you have any questions regarding items on this checklist or the process, please contact the Community Development Department at 801-772-4515.



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INSTRUCTIONS FOR PROPERTY OWNERSHIP NOTIFICATION MAP, LIST, AND ENVELOPES

1. Obtain names and addresses of property owners within 500 feet of the property by using the Utah County Property Notification Map feature. Go to the following web address:
<http://maps2.utahcountyonline.org/PropertyNotification/PropertyNotification.htm>
2. Enter the street address of the property and the city. Click the Find Address button.
3. Enter a buffer distance of 500 feet and click anywhere on the map. This will create a red radius line around the property indicating properties within 500 feet.
4. Print the map that is generated showing the 500 foot radius. To print the screen, press the Print Screen key on the keyboard. It may be labeled [PrtScn]. Open a program such as Microsoft Word. Right click in the document and choose Paste to paste the copied map into the document (see example at the bottom of the page). Submit the printed map to staff when submitting the application.
5. Next, click the Download CSV File button (you may need to press the Ctrl button while clicking the CSV button). This will generate a list of surrounding property owners in an Excel spreadsheet. If this step does not work, a pop-up blocker may need to be disabled.
6. Print and submit the generated list of surrounding property owners to staff when submitting the application.
7. Prepare and submit to staff a set of addressed, stamped envelopes with no return address for all property owners from the generated list.





AFFIDAVIT OF NOTIFICATION

Date: _____ Project Name: _____

Address/Legal Description of Property:

I (we) _____, certify that I (we) am the authorized applicant to Highland City for the above application, and do hereby affirm the attached listing of names and addresses accurately reflects the ownership of property within 500 feet of the above property, according to the Utah County Assessor records on _____ / _____ / _____.
Month Day Year

Applicant/Representative Signature: _____

State of _____

County of _____

Subscribed and sworn to (affirmed) before me this _____ day of _____, 20 ____.

Notary Public