**Planning and Zoning Board**

**Application Procedure**

The Planning and Zoning Commission meets on the first Monday of the month at 6:30 p.m. at the Winfield City Hall, 51 Harry’s Way unless otherwise noted.

City staff will perform a comprehensive review of the applicant’s submission and provide a listing of any items that will need to be corrected, modified, or amended in order to meet City of Winfield Standards. The following information must be submitted to the Building Inspector at least 30 days prior the next month’s meeting.

***Application Form***

All forms (original only) must be completed in full, including signature of property owners. An incomplete application will NOT be accepted. All designated spaces on the form must be appropriately filled in prior to the filing of the application.

***Drawings***

Drawings showing all required information as indicated in instructions and application:

Two (2) sets of drawings (initial submittal), no larger than 24” x 36”

Two (2) copies reduced to 11” x 17”

One (1) digital copy

Additional copies will be requested for final submittal, including a final as-built drawing.

All paper sets need to be folded and not rolled.

***Property Letters***

A complete list of names and addresses of all property owners within 185 feet of the property is required for rezoning, special use, and planned development applications.

***Other***

Provide any other details for proposed action that is deemed necessary for or by the Planning and Zoning Commission or Building Inspector. Applicant may be requested to attend Planning and Zoning meetings to answer questions and address any concerns.

If any waivers or exceptions to ordinances are requested, please outline in a separate document prior to submission.

***Application Fee***

The appropriate application fee must be submitted with each submittal for each type of request. A non-refundable check in the appropriate amount shall be made payable to the City of Winfield. Cash will not be accepted.

**PLANNING & ZONING FEE SCHEDULE:**

|  |  |  |
| --- | --- | --- |
| Subdivision of Property – Preliminary Plan: | | |
|  |  |  |
| *Residential:* | | |
| Minimum Review Fee |  | $80.00 |
| Single Family |  | $4.00 per lot |
| Single Family Attached |  | $3.00 per unit |
| Multi-Family Units |  | $2.50 per unit |
|  |  |  |
| *Commercial/Industrial:* | | |
| Minimum Review Fee |  | $200.00 |
| Commercial |  | $5.00 per acre |
| Industrial |  | $5.00 per acre |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Subdivision of Property – Final Plan & Construction Documents: | | |
|  |  |  |
| *Residential:* | | |
| Minimum Review Fee |  | $80.00 |
| Single Family |  | $4.00 per lot |
| Single Family Attached (< 4 units) |  | $3.00 per unit |
| Multi-Family Units (> 3 units) |  | $2.50 per unit |
|  |  |  |
| *Commercial/Industrial:* | | |
| Minimum Review Fee |  | $200.00 |
| Commercial |  | $5.00 per acre |
| Industrial |  | $5.00 per acre |
|  |  |  |
| Site Plan Review: |  | $100.00 |
|  |  |  |
| Zoning Amendment: |  | $100.00 + actual cost of public notice |
|  |  |  |
| Conditional Use Permit: |  | $150.00 |
|  |  |  |
| Copy – Planning & Zoning Ordinance |  | $0.20 per page |
|  |  |  |
| Copy – Zoning Map |  | $35.00 |
|  |  |  |
| Copy – Water, Sewer, Street Map |  | $20.00 |
|  |  |  |
|  |  |  |

**Application for Planning and Zoning**

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

Project Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project Address/Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Requested Action**

Rezoning: From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conditional Use: Type of use being requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Any noise concerns:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours of Operation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Plan Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preliminary Subdivision Plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Final (Record) Plat: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned Development (PD): Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Information**

**Applicant: Property Owner(s):**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Business:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Submit additional names on attached sheet.

**Engineer: Agent:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Information:**

Attach location map.

Attach legal description, boundary survey of property and/or plat.

Attach property deed or certificate of title.

**Applicant Status:**

Corporation Partnership Individual Other

**Relationship of Petitioner to Property:**

Owner Tenant Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If Tenant or Other, provide letter from owner authorizing action

**The following declarations are hereby made:**

1. The undersigned is the owner or authorized agent of the owner or the officers of a corporation or partnership.
2. The submitted plan, if any, contains all of the necessary information required by the Zoning and/or Subdivision Ordinance(s). I will provide any and all omitted information and understand omissions can delay the development process a minimum of thirty (30) days.
3. The information presented and contained within this application is true and correct to the best of the undersigner(s) knowledge.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Print Name Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Signature Print Name Date