



*We're going outside.*

## City of Jefferson Procedural Checklist for Zoning Ordinance Amendments (Text) Requirements per Section 300.10.30

This form is designed to be used by the Applicant as a guide to submitting a complete application to amend the Zoning Ordinance text and by the City to process the application.

Name, company, and client (if applicable): \_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Brief summary of zoning ordinance amendment: \_\_\_\_\_

\_\_\_\_\_

### I Application Packet Requirements

The Applicant shall submit 1 electronic pdf or 3 paper copies (11 x 17) of the application.

- The section(s) of the current Zoning Ordinance which are proposed to be amended.
- The text which is proposed to replace the current text.
- Optional: Written justification for the proposed text amendment indicating reasons why the Applicant believes the proposed text amendment is in harmony with the City of Jefferson Comprehensive Plan.
- Any further information needed to facilitate appropriate review and generation of a report to the Plan Commission and City Council.

### II Criteria Used to Evaluate the Proposed Zoning Ordinance Amendment

The Zoning Administrator shall review the complete application and evaluate whether the proposed amendment:

1. Advances the purposes of this Chapter as outlined in Section 300.01.03.
2. Advances the purposes of the general Article in which the amendment is proposed to be located.
3. Advances the purposes of the specific Section in which the amendment is proposed to be located.
4. Is in harmony with the Comprehensive Plan.
5. Maintains the desired overall consistency of land uses, land use intensities, and land use impacts within the pertinent zoning districts.
6. Addresses any of the following factors that may not be addressed in the current zoning text:

- a. A change in the land market, or other factors which require a new form of development, a new type of land use, or a new procedure to meet said change(s).
- b. New methods of development or types of infrastructure.
- c. Changing governmental finances to meet the needs of the government in terms of providing and affording public services.
- d. Any other factor deemed appropriate by the City.

### III Process Checklist

- |  |             |
|--|-------------|
| <input type="checkbox"/> Staff-Applicant meeting (if applicable)                                     | Date: _____ |
| <input type="checkbox"/> Application fee of \$ _____ received by City Treasurer                      | Date: _____ |
| <input type="checkbox"/> Reimbursement of professional consultant costs agreement executed.          | Date: _____ |
| <input type="checkbox"/> Receipt of complete application packet by Zoning Administrator              | Date: _____ |
| <input type="checkbox"/> City Staff input  | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice sent to official newspaper by City Clerk               | Date: _____ |
| <input type="checkbox"/> Class 2 legal notice published on _____ and _____                           | Date: _____ |
| <input type="checkbox"/> Notification of neighboring property owners within 100 feet of the petition | Date: _____ |
| <input type="checkbox"/> Notification of clerks of municipalities within 1,000 feet of the petition  | Date: _____ |
| <input type="checkbox"/> Notification of airports within 3 miles of the petition                     | Date: _____ |
| <input type="checkbox"/> Plan Commission Public Hearing, review and recommendation                   | Date: _____ |
| <input type="checkbox"/> City Council review and action  | Date: _____ |