

ZONING APPLICATION CHECKLIST

Hamilton County Planning Department

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A complete and properly prepared submittal will facilitate a timely review of your rezoning request. Applicants should consult the Hamilton County Zoning Regulations, *Plan Hamilton*, and any applicable adopted policies to ensure all required materials and standards are addressed.

Application Submittal Checklist

- Completed and signed Property Owner Authorization Form if not the owner.
- All property addresses and tax map numbers on the application that are included in the request
- Documentation showing the owner's affiliation with an LLC or organization (if applicable)
- The most recent copy of Deeds showing ownership for each parcel included in the request
- Copy of the most recent recorded subdivision plat book and page number for each parcel included in the request (if applicable)
- Copy of Hamilton County Tax Assessors Property Information Card for each parcel of property included in the request
- If more than 5 parcels are included in the rezone request, include a table with the property owner's names, deeds, subdivision plat book and page number, and tax map numbers
- Site Plan that is in compliance with the minimum requirements of the Site Plan Policy or minimum requirements of the respective zoning regulation
- A written narrative describing the rezoning request including but not limited to: why the current zoning is incompatible, the compatibility of the new zoning, the proposed uses, and any other supportive information related to the application.

Minimum Site Plan Requirements

A site plan is required for all **rezoning requests** and **special permit applications**, except for those specifically exempted below. If the zoning district or special permit being requested includes **site plan requirements**, the applicant must submit a site plan that complies with all applicable provisions of the Hamilton County Zoning Regulations.

Exemptions from Site Plan Requirements

Hamilton County: Rezoning to A-1 Agricultural District or R-5 Single-Wide Manufactured Home District.

- Area for proposed zone request, labeled as such, with dimensions shown
- Approximate location, size, and dimensions of any existing or proposed structures
- Property lines for all parcels involved in the application
- Vehicular and pedestrian points of ingress and egress, existing or proposed
- Landscape buffers as required by Plan Hamilton or otherwise proposed
- Approximate parking area design, including number of spaces
- Locations of dumpsters, if applicable
- Location of floodway, 100-year and 500-year floodplain as currently mapped by FEMA or Hamilton County GISMO
- A legend including the following items: north arrow, graphic scale (in feet), total area in acres of the requested area for rezoning, number of residential units, if applicable