



Escrow: \$ \_\_\_\_\_

**Land Use Application  
Zoning Amendments**

Owner Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

\*Applicant Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

All Zoning Amendments shall comply with the requirements of Chapter 19.60 of the City of Evans Municipal Code and all applicable regulations and standards regarding design. Criteria for approval can be found in Section 19.60.080.

\*The applicant listed herein will serve as the sole source of contact for any information and updates on the project. Only correspondence from the applicant will be considered official project correspondence.

**SUBMITTAL CHECKLIST**

The following items will need submitted for review of a Zoning Amendment Application. Incomplete applications will not be accepted nor reviewed by the City.

<b>Applicant Initials</b>	<b>Submittal</b>	<b>City Staff Initial if Complete</b>
	Pre Planning Application and Meeting with City Completed	
	Zoning Amendment Fee (as identified in the current fee schedule)	
	City provides 500' list Fee \$25	
	Title information including mineral owners	
	Letter of intent stating reasons for zoning amendment and time schedule for construction or development	
	Zoning amendment map (aerial and other)	
	Name and address of all owners of the land proposed to be rezoned	
	Name and address of all owners of severed mineral rights of the land proposed to be rezoned	
	A statement explaining why the property should be reclassified, or why the zoning district boundaries should be changed	
	A legal description of each requested change, on separate documents	
	Evidence of ownership and contract for sale and purchase, if applicable	
	Such additional information as may be required by the City in order to ensure a complete and comprehensive review of the proposed zoning amendment	
	If the requested zoning includes Planned Unit Development (PUD) zoning, the application shall include the requirements of Chapter 18.28 of the Evans Municipal Code	
	An electronic copy of all submitted documents	
	Mylars submitted to City for signature after final City Council approval	
	Mylars recorded by applicant (or fee paid to City to record mylars)	

I certify that to the best of my knowledge this Zoning Amendment Application meets all of the criteria listed above and all the appropriate documentation has been submitted as requested:

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**Land Owner(s) Signature**  
Required to be signed by ALL landowners

**Date**

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**Applicant Signature**

**Date**

For City Staff Use Only

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

Date Reviewed: \_\_\_\_\_ Reviewer Name: \_\_\_\_\_

Corrections Needed? \_\_\_ Yes \_\_\_ No

Date Returned as Incomplete to Applicant and Owner: \_\_\_\_\_

Date Accepted as Complete: \_\_\_\_\_

Planning Commission Date (within 30 days of completed application):

City Council Date: \_\_\_\_\_

Additional Comments:

**Formal comments will be found in the L:drive under Community Development/Zoning Amendment/ (name of application)**