

## **Instructions for Rezone application:**

Please provide an address or, if there is no address, provide the x,y coordinates for the location of the property.

If a tax roll description is available for the property, please provide it in the Legal description. For a portion of property not previously described by the tax roll, please provide a meets & bounds description and attach a copy as a Word document.

Please be sure that your application has a valid email, address, and phone number for each person involved so office staff can contact you should your application require more information.

Attach the following required documents:

1. A letter - stating your reason for the request.
2. Signature Sheet (available under “applications” on the Planning page) must be signed and uploaded before application can be accepted for consideration. Original signed document must be received in the Planning office before the Planning Commission can hear the case.