



CITY OF BEL AIRE SUBMITTAL CHECKLIST

ZONING, REZONING, SPECIAL USE PERMIT

THIS FORM SHOULD BE USED BY THE DEVELOPER AS A GUIDE TO PREPARE AN APPLICATION

20 COPIES 11X 17 OF CONCEPTUAL PLAN WITH PDF				
CODE	APPLICATION REQUIREMENTS	PROVIDED	DATE	PLANNER (YES) (NO)
FEE \$175+ (N/A)	PUBLISHING COSTS+POSTAGE IF DIFFERENT	AGREE		
5.15A	CONFORMS TO THE COMPREHENSIVE PLAN, BUILDING CODE, ZONING CODE, SUB-DIVISION REGULATIONS, OTHER			
B	PROVIDE SITE PLAN SURROUND AREA INCLUDE ZONING, USE, DENSITY, ARCHITECTURAL STYLE, ACTIVITY			
C	APPLICATION DESCRIBE NEAR BY ZONING AND USES/ HARMONY WITH PROPOSED USE;			
D	EXISTING ZONING RESTRICTION SUITABLE FOR CHANGE REQUEST;			
E	LENGTH OF TIME PROPERTY HAS REMAINED VACANT;			
F	OPINION OF DETRIMENTAL EFFECT ON NEAR BY PROPERTIES;			
G	OPINION EFFECT ON PROPERTY VALUES NEAR BY PROPERTY;			
H	CAPACITY OR SAFETY DATA RELATING TO PARKING, STREETS, ROAD NETWORK INFLUENCED;			
I	ENVIRONMENTAL CONCERNS RELATING TO AIR QUALITY, WATER POLLUTION, NOISE POLLUTION;			
J	ECONOMIC IMPACT ON THE COMMUNITY;			
K	COMPARE VALUES ADDED TO COMMUNITY VERSE HARDSHIP;			
L	SUPPORTING STUDIES, OTHER INFORMATION;			
5.04	SUBMISSION REQUIREMENTS			
A	LEGAL DESCRIPTION OF THE PROPERTY;			
B	NAMES, ADDRESSES, PHONE NUMBERS OF OWNERS, APPLICANT AND AGENT;			
C	A STATEMENT OF THE REASONS WHY REZONING OR A SPECIAL USE PERMIT IS BEING REQUESTED;			
D	THE MINUTES OF AN MEETING BETWEEN SURROUNDING PROPERTY OWNERS AND THE APPLICANTS FOR REQUIRED PRE-MEETINGS;			
E	A SITE DEVELOPMENT PLAN;			
F	AN ABSTRACTORS LIST OF SURROUNDING PROPERTY OWNER AS REQUIRED, (200' CITY, 1000' UNINCORPORATED);			
H	REZONING ZONING DISTRICT MAP IF APPLICABLE;			
I	ASSURANCES OF ADEQUATE PUBLIC FACILITIES (SEE CHAPTER 1, GENERAL PROVISIONS);			
5.05	SUBMISSION OF TECHNICAL STUDIES: DRAINAGE TRAFFIC, ENVIRONMENTAL, NOISE, ECONOMIC, UTILITY MODELING, WATERSHED;			
	ENGINEERING STUDIES SUBMITTED TO CITY ENGINEER			
5.06	APPLICATION PRE-MEETING / COMPLETION;			
5.07	SUBMISSION DEADLINE NOT LESS THAT 24 DAYS FROM MEETING DATE TO MEET PUBLISHING DEADLINES;			
5.09	AN ABSTRACTORS LIST IS REQUIRED TO BE PROVIDED.			