

CITY OF LORENA ZONING APPLICATION CHECKLIST

Failure of applicant to provide required information constitutes grounds for refusal of application acceptance for processing; or staff recommendation of denial when application is scheduled for consideration.

The Zoning application and supporting material is intended to provide the Planning and Zoning Commission and the City Council with the information and data that is necessary to assess the merits of requests for zoning. Please note that this checklist is intended to assist developers and design professionals in the preparation of submittals for review and are generally what is needed to facilitate the review of the zoning application. Under special circumstances, additional items may be required through the process prior to approval.

General Requirements:

- An application form and the appropriate fee as required by the City of Lorena.
- A letter of intent including:
 - Existing and proposed zoning districts
 - Justification for the request.
 - An assessment of public facilities, demonstrating the adequacy of or provision for public facilities serving the proposed development, including but not limited to roads and/or traffic, water, wastewater, drainage and schools.
- A written and electronic legal description of the property and/or areas being rezoned.
- A location map indicating property to be rezoned.
- Name, address and telephone numbers of all professional consultants, if any.
- Submitted in digital format with a total of three (3) copies individually folded with name of project in lower right corner.
- Project name, vicinity map, scale, north arrow and date.
- Any city or extraterritorial lines traversing or on the boundary of the development.
- Applicant's name and address and their legal interest in the subject property.
- Owners name and address, if different from the applicant.
- Property boundaries plotted to scale with bearings and distances shown and a layout of the development, showing the configuration and location of proposed zoning classifications.
- Names and addresses of all property owners having land within 200' of the property proposed for zoning as indicated on the most recent certified tax rolls for the City.
- Land use designation as contained in the Lorena Future and Use Plan.
- Zoning designations and existing uses adjacent to the proposed development.
- Location of all Environmentally Sensitive Areas, including any field inspection information that provides more detail for clarification purposes, and an indication of any planned mitigation to changes to natural features.
- Limits of the 100-year floodplain and floodway.
- An assessment of public facilities, demonstrating the adequacy of or provision for public facilities serving the proposed development, including but not limited to roads and/or traffic, water, wastewater, drainage and schools.
- Any other information deemed necessary by the City of Lorena to analyze the project.