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## CITY OF AZTEC ZONE CHANGE CHECKLIST

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### Applicable Fees

Administrative Fee	\$10
Zone Change	\$50 (first acre)
	\$5 (for each additional acre)

### Detailed site map which includes the following:

- \_\_\_\_\_ Address of property and adjacent properties
- \_\_\_\_\_ Property boundary (all sides)
- \_\_\_\_\_ Existing or proposed street(s) adjoining property (labeled)
- \_\_\_\_\_ North arrow and scale
- \_\_\_\_\_ All utility easements
- \_\_\_\_\_ All utility lines
- \_\_\_\_\_ All utility meters
- \_\_\_\_\_ Existing and/or proposed structures
- \_\_\_\_\_ Location of improvement(s)
- \_\_\_\_\_ Setbacks for front, side and rear yards
- \_\_\_\_\_ Driveway location (required for new addresses)
- \_\_\_\_\_ Proposed parking area (if different than driveway)
- \_\_\_\_\_ Location of all drainages

### Ownership

\_\_\_\_\_ A document that verifies ownership or legal interest in the property (copy of abstract, title certificate, insurance, or contract).

### Legal Description

\_\_\_\_\_ Includes the legal description or physical address of the property.

### Proposed Use

\_\_\_\_\_ Statement describing the proposed use of the buildings, structures, premises, etc.