

City of Millersville Zoning Ammendment Checklist

General Submittal Requirements	
1	Planning commission application + fees
2	Justification for the rezone.
3	Owner/agent authorization letter
3	Legal Description of the property.
4	The existing and intended use of the lot and structures upon it.
5	2 paper copies + 1 electronic copy of the site overview.
Cover Sheet	
6	Name of Proposed development if associated with a Development Plan.
7	Names, addresses, and contact information of land owner(s) and all individual parties, officers, directors and/or beneficial owners holding more than a five (5) percent interest in the project where the landowner is a partnership, corporation, or other business venture identified.
8	Name, addresses, contact information, and signed and dated seals of design professionals.
9	Tax map, group, parcel number(s), and address(es) of site.
10	Vicinity map with site location and corporate limits (if one-half mile of site).
11	Existing Zoning District and Proposed Zoning District.
Rezone Plan	
12	Survey, including the length of the boundaries of the site measured to the nearest foot, as surveyed by a Registered Land Surveyor. Site identification shall include a list, by tax map and parcel number, of all parcels to be rezoned.
13	Seal of design professional with signature and date.
14	Plans drawn to a scale no smaller than 1-inch = 50 feet and extending a minimum of 50 feet beyond property limits.
15	North arrow, graphic scale, and legend of symbols and line types.
16	Existing Zoning District, Existing Overlay District(s), if applicable, and Proposed Zoning District.
17	Acreage of the site.
18	Owner names, subdivision names, tax map, parcel numbers, deed and plat references, and existing zoning district of adjacent properties, including approved but not yet platted developments.
19	Road network including street name, right-of-way width, function street classification, and easments within or adjoining the property to be rezoned.
20	Location, size, type, and current use of any building and structures on the property to be rezoned.
21	Show proposed use, location, size, and type of prospective structures on the site.
Other Required Items	
22	Provide a list of all owner names, address, and contact information for adjacent to and surrounding properties of the property to be rezoned.

Note: Current Zoning Regulations Apply.

Note: This is Not a Complete List of Rezone Requirements. Other Items Maybe Required at The Descretion of The Planning Department.