

It is a prerequisite to have a conference meeting with City Staff before an application is submitted.

REQUIRED DOCUMENTS FOR ALL APPLICATIONS TO BE ATTACHED

- _____ Completed Application and/or Petition
- _____ Copy of Filed Deed(s) (if metes and bounds description)
- _____ Location Map
- _____ List of property owners within 100' excluding rights-of-way and alleys. (See County Assessor at #1 St. Mary's Place)
- _____ Development Plan if applicable - Required for Special Use or Planned Unit Development Request.

ADDITIONAL REQUIRED DOCUMENTS FOR PLATS

(except Summary Plats)

- _____ Signature Plat (11" x 17" and 8 1/2" x 14")
- _____ Subdivision Plan and/or Annexation Boundaries (11" x 17", 8 1/2" x 14")
- _____ Drainage Analysis (2 copies)
- _____ Drainage and Topo Sheet (2 copies)
- _____ Construction Plans (2 copies)
- _____ Utilities Plan (2 copies)
- _____ Assurance Agreement (if applicable)

If any of the above mentioned requirements are missing or are incomplete your application will be returned to you. Application Deadline is 10:00 a.m. the first Monday of the month. In the event the first Monday is a holiday, the deadline will be the next working day at 10 a.m. There will be no exceptions to the deadline requirements.

After filing the plat with the clerk, at Joseph R. Skeen Building, #1 St. Mary Street, you are required to provide the city with a reproducible copy.

A copy of the filed Annexation Ordinance and boundary map are required to be returned.

FEE SCHEDULE

- I. **Change of Zoning:**
 - A. Less than
 - b. 1/2 acre to less than 5 acres - \$150 for first acre plus \$30 for each additional acre or portion.
 - C. 5 acres to less than 20 acres - \$250 for first 5 acres plus \$25 for each additional acre or portion.
 - D. 20 acres or more - \$475 for first 20 acres plus \$20 for each additional acre or portion.

- II. **Annexation by Petition Method:**
 - A. Fee schedule is same as change of zoning.

- III. **Plats:**
 - A. Subdivision (preliminary & final) - \$150 plus \$4 per lot, each time published - legal ad.
 - B. Resubdivision Plat - \$150 plus \$4 per lot.
 - C. Summary - \$10 plus \$2 per lot.

- IV. **Street Name Change:**
 - A. \$150 for each name change. Upon approval of name change, an additional fee in the amount of \$100 per existing affected intersection shall be charged.

- V. **Vacation of Public Right-of-Way:**
 - A. \$150 per application.

- VI. **Special Use Permits or Variances:**
 - A. \$150 per application.