



Straight Rezoning Required Documents

****Submittals will not be viewed until all items are received****

The following items are required for a Rezoning Application to be considered administratively complete. Once all documents have been received, you will receive comments back within ten (10) business days of your submittal. After all comments have been addressed and revisions made, the Rezoning request will be placed on the Planning & Zoning Commission meeting agenda, based on the appropriate submittal schedule/timeline. The request and recommendation will be forwarded to City Council, who has final approval authority. No rezone request shall be accepted by the City until the following items have been submitted to the City by the applicant:

Plan Format & General Standards (check if provided; indicate N/A if not applicable)

- A completed application form, including all requirements as stated on the application form.
- Application Fee (\$400.00 + \$5.00/acre)
- Project narrative addressing the following:
 - Discussion of why a zoning district change is being requested.
 - Compliance with the adopted Comprehensive Plan.
 - Is there vacant land that is zoned for your proposed use available in other areas of the City? Why are those vacant areas not appropriate for your proposed project?
 - If approved, how will your request affect other areas designated for similar development?
 - How are the uses permitted by the requested zoning district appropriate in the immediate area surrounding the subject property and the city as a whole?
- Tax Receipt showing current paid taxes.
- A deed or contract on the property or similar document indicating ownership.
- Current Survey with Legal Description. (must extend to centerline of any ROW).
- *where applicable: Site Plan or Floor Plan.
- Electronic .pdf copies of full submittal.
- Reduced copies (11 X 17") of the required plan(s) as required by the planning director or his/her designee.
- Copies of the required general site plan(s) of the City of Denison subdivision ordinance on 24" X 36" sheet(s) drawn to a known engineering scale (with dimension labeled) that is large enough to be clearly legible along with other required information.
- Any additional information/materials (such as plans, maps, exhibits, legal description of property, information about proposed uses, etc.) as deemed necessary by the planning director (or his/her designee) in order to ensure that the development request is understood.



Important Resources

- Planning & Zoning Webpage: [Planning Department](#)
- Comprehensive Plan: [Full Plan](#) | [Future Land Use Plan](#)
- Subdivision Ordinance: [Chapter 22](#)
- Zoning Ordinance: [Chapter 28](#)
- Planned Development Overlay District Regulations: [Sec. 28.43](#)
- Stormwater Regulations: [Stormwater Management](#)
- Utilities: [Chapter 26](#)
- Building Code: [Building Construction Standards](#)
- Electrical Code: [National Electrical Code](#)