



Application # _____ CZ

Petition for Conditional Zoning District

Owner of Property _____ Phone _____

Mailing Address _____

Email _____

Petitioner (if other than owner) (authorization form required)

Mailing Address _____ Phone _____

Email _____

Location of Property _____

PIN # _____ Size (acres) _____

Watershed District _____

Zoning Designation: Current _____ Requested _____ CZ

Section 4.5.2 Town of Highlands Unified Development Ordinance:

Petition Submission Requirements

Property may be rezoned to a conditional zoning district only in response to a petition executed and submitted by all the owners of all of the property to be included in the district.

- A. An application for Conditional Zoning District shall be made per the requirements of Sec. 4.2.3, Application Requirements, and shall at a minimum contain the information listed below:

- 1.** A fully executed property owners' petition for conditional zoning. If the Petitioner is other than owner(s) an authorization form is required;
- 2.** Twenty (20) copies (24" x 36") is required. It must be prepared by a professional land surveyor or engineer, legibly drawn to a scale of not less than two hundred (200) feet to one (1) inch, indicate the exact boundary lines of the parcel of property to be rezoned, list the owners names, zoning classifications, and watershed districts of the adjoining properties, and show the location of any existing buildings on the subject property;
- 3.** If a Conditional Zoning District is accompanied by a Site Specific Development Plan, it shall be drawn to an appropriate scale, and provide supporting information and text that specifies the actual use or uses intended for the property and any rules, regulations, and conditions that, in addition to all predetermined Ordinance requirements, will govern the development and use of the property. The following information must be provided on the Site Specific Development Plan, if applicable:
 - a.** A boundary survey and vicinity map showing the property's total acreage;
 - b.** The identity of neighboring properties;
 - c.** Its parcel identification number (PIN), current zoning designation and requested zoning, Watershed classification(s), and the zoning setback lines;
 - d.** Any adjacent streets, designated as public or private;
 - e.** The location of stands of old growth trees, streams, marshes, wetlands, bogs, rivers, impoundments, large rock outcroppings or other significant geological features on the subject property;
 - f.** All existing easements, reservations, and rights of way;
 - g.** All existing or proposed structures, showing setbacks to rights-of-way and property lines;
 - h.** Areas in which proposed structures will be located;
 - i.** Proposed use of all land and structures, including the number of residential units, the number of commercial buildings and the total square footage of any nonresidential development;

- j.** All yards, buffers, screening, and landscaping required by these regulations per Sec. 4.13, Landscape Plan Permits, or proposed by the petitioner(s);
 - k.** All existing and proposed points of access to public streets;
 - l.** The location of existing and proposed storm drainage patterns and facilities intended to serve the proposed development;
 - m.** Parking areas showing the number and arrangement of parking spaces and driveway entrances and circulation;
 - n.** Proposed phasing, if any; including a complete Phased Development Plan and Phasing Schedule, including the date upon which construction is expected to begin and the date within which it is expected to be completed. Any Phasing schedule extending beyond the maximum five (5) year vested rights per Sec. 4.21.1, Establishment of a Vested Right for Conditional Zoning District, will require a development agreement with the Town; and
 - o.** The site plan shall be neatly drawn, with a north arrow, name and address of person who prepared the plan, date of the original drawing, and an accurate record of any later revisions.
- 4.** The Planning and Development Director has the authority to waive any application requirement where the type of use or scale of the proposal makes providing that information unnecessary or impractical;
 - 5.** In addition to the foregoing petition requirements, the petitioner(s) shall submit a written statement with the petition analyzing the reasonableness of the proposed rezoning to a conditional zoning district. This statement shall address the compatibility of the proposed rezoning with the Land Use Plan, the proposed site and the surrounding area;
 - 6.** In the course of evaluating the proposed use, the Planning and Development Director, the Zoning Board of Adjustment, the Planning Board, or the Board of Commissioners may request additional information from the petitioner;
 - 7.** The site plan and any supporting text shall constitute part of the petition for all purposes under this Section; and
 - 8.** The Planning and Development Director may require the petitioner to submit more than one copy of the petition and site plan for circulation to government agencies for review and comment.

