

# RICE COUNTY JOINT PLANNING COMMISSION

## INSTRUCTIONS

### Application for Approval of a Development Plan (Conditional Use Granted without an Approved Development Plan or Revising an Approved Development Plan)

1. All applicants seeking an approval of a Development Plan on property that has been granted a Conditional Use Permit without an approved Development Plan, or that are asking for a revision to a previously approved Development Plan should consult the Zoning Administrator prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his rights and responsibilities in the filing of the application for Development Plan approval.
2. The application form shall be completely filled in with the information requested or the notation N/A (Not Applicable).
3. The applicant shall provide, at the time of filing the application, a list of the names and addresses of owners of all property within a 1,000 foot radius of and including the property for which the Development Plan is requested if within the unincorporated portion of the county, or within a 200 foot radius of and including the property for which the Development Plan is requested if within a city.
4. The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, a written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves of the requested Development Plan approval.
5. The appropriate fee shall be paid at the time of filing an application.
6. Applications along with the required ownership list and fee shall be filed in the office of the Zoning Administrator.

**APPLICATION FOR DEVELOPMENT PLAN APPROVAL**

This is an application for a Development Plan approval. The form must be completed and filed at the office of the Zoning Administrator in accordance with directions on the accompanying instruction sheet.

**AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.**

1. Name of applicant or applicants (owner(s) and/or their agent(s)). All owners of all property requested to be rezoned must be listed in this form.

A. Applicant/Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

B. Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

(Use separate sheet if necessary for names of additional owners/applicants.)

2. The applicant hereby requests a Development Plan approval for the purpose of establishing the following: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The property is legally described as (Lot and Block or Metes and Bounds):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. This property address is: \_\_\_\_\_

The general location is (use appropriate section):

A. At the \_\_\_\_\_ (NW, NE, SW or SE) corner of \_\_\_\_\_ (street/road) and \_\_\_\_\_ (street/road) or,

B. On the \_\_\_\_\_ (N, S, E, W) side of \_\_\_\_\_ (Street) (Road) between \_\_\_\_\_ (Street) (Road) and \_\_\_\_\_ (Street) (Road).

5. My Statement of Intent for this Development Plan is as follows:

---

---

---

---

---

---

---

---

---

---

6. I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realize that this application cannot be processed unless it is completely filled in; is accompanied by an ownership list as required in the instruction sheet; and is accompanied by the appropriate fee.

---

(Owner)

---

(Owner)

By \_\_\_\_\_ By \_\_\_\_\_

Authorized Agent (if any)

Authorized Agent (if any)

---

---

**VI. OFFICE USE ONLY:**

This application was received at the office of the Zoning Administrator at \_\_\_\_\_ (A.M.) (P.M.) on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. It has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$\_\_\_\_\_.

Name

Title