

# CITY OF WORTHINGTON PLANNING AND ZONING APPLICATION FORM

Note to applicant: This is a comprehensive application form. You only need to complete those items related to your type of development. All items must be completed prior to acceptance of the application.

NAME OF APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_ ZIP \_\_\_\_\_

EMAIL: \_\_\_\_\_

LEGAL DESCRIPTION OF THE PROPERTY \_\_\_\_\_

BRIEF DESCRIPTION OF REQUEST \_\_\_\_\_

(attach additional sheets if necessary)

<u>TYPE OF APPLICATION</u>	<u>FEE</u>	<u>REQUIRED SUBMITTALS</u> (See reverse side.)
PRELIMINARY PLAT _____	\$150	3
REZONING _____	\$200	1
ZONING TEXT CHANGE _____	\$200*	7
CONDITIONAL USE PERMIT _____	\$200*	4
VACATION OF PUBLIC WAY _____	\$75*	5
PLANNED UNIT DEVELOPMENT _____	\$350*	1,3,4
AMENDED P.U.D. _____	\$150*	1,3,4
VARIANCE _____	\$200*	2,4
ADMINISTRATIVE APPEAL _____	\$30	6
APPEAL _____	\$30	6
VACATE EASEMENT NON-PLATTED _____	\$25*	8
VACATE EASEMENT PLATTED _____	\$100*	8

*\*A recording fee of \$46.00 is required when the application is submitted; payable to Nobles County Recorder. If application is denied, the recording fee will be refunded.*

**I hereby certify that the information and exhibits herewith submitted are true and correct to the best of my knowledge.**

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Owner's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature

(the following items will be completed by City staff)

DATE FILED \_\_\_\_\_ FEE PAID \$ \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_ PARCEL NO. \_\_\_\_\_

## DESCRIPTIONS OF REQUIRED SUBMITTALS:

1. A map drawn to scale of at least 200 feet to the inch showing the land in question with the length and location of each boundary thereof.
2. Statement why the refusal of a variance would involve unnecessary hardship for the applicant.
3. Three copies of the plat shall be submitted containing the following information:
  - a) The legal description of the property to be platted.
  - b) Contour intervals of not more than two (2) feet, and a profile of street grades.
  - c) The location of such surface features as property lines, buildings, railroads, utilities, water courses, and similar items affecting the development.
  - d) The location and size of such subsurface features as proposed and existing, such as the nearest available sanitary and storm sewers, water mains, culverts, drain pipes or ditches, road surfacing and similar items.
  - e) A Vicinity Sketch or Key Map at a scale of not more than 200 feet to the inch, showing all existing subdivisions, streets and tract lines of acreage parcels, together with parcels of land within 300 feet of the outer boundaries of the proposed subdivision. It shall also show how streets and alleys in the proposed subdivision are aligned with streets and alleys in neighboring subdivisions or undeveloped property to produce the most advantageous development of the entire neighboring area.
  - f) The title under which the proposed subdivision is to be recorded, with the name of the owner and the subdivider, the north point, scale, date, and the name of the landscape architect, surveyor or engineer. The scale shall be 100 feet to the inch.
  - g) Any sites proposed for schools, parks, playgrounds; provisions for major thoroughfares, etc., so that the time and manner of their dedication to the City or School District may be considered or determined.
  - h) The Zoning District in which the proposed subdivision is to be located, square footage of all lots included in the subdivision, and building setback lines.
4. A complete site plan, including but not limited to: location of proposed structures, driveways, parking areas, landscaping, and building elevations.
5. A petition of owners of more than 50% of the property fronting upon any portion of any street or public way together with a petition of the owners of more than 50% of the property within a distance of 300 feet in each direction from the ends of such portion so proposed to be vacated.
6. A statement as to why the action taken is not appropriate and should be overturned.
7. A statement and list of reasons as to why the Zoning Text should be amended.
8. A description of the easement area that is requested to be vacated.