

TOWN OF SPRING LAKE

REZONING APPLICATION REQUIREMENTS

Land Use and Development Review & Administration Manual

Form R-3

Version 1.0

Purpose

This document identifies the information generally required for the Town to evaluate a rezoning request.

Because rezoning is a legislative decision, the information needed should be reasonably related to understanding the requested zoning change and the considerations applicable to that decision.

The amount of information necessary may vary depending upon the size, complexity, and circumstances of the proposed rezoning. The Designated Town Official may help identify which application requirements apply, but is not responsible for providing professional planning, engineering, or legal analysis.

Required Application Materials

Unless otherwise approved by the Town, a rezoning application shall include the following:

1. Completed Application Forms

- ☐ Land Use and Development Application Cover Sheet (A-1)
- ☐ Applicant Submission Checklist (A-3)
- ☐ Owner Authorization Form (A-4), if applicable
- ☐ Rezoning Application (R-1)

2. Property Information

- ☐ Parcel number(s)
- ☐ Property address, if assigned
- ☐ Legal description
- ☐ Approximate acreage

- ☐ Current zoning designation
 - ☐ Requested zoning designation
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3. Property Identification Map

Provide a map or other graphic sufficient to clearly identify:

- ☐ The property proposed for rezoning
 - ☐ Property boundaries
 - ☐ Surrounding streets or other features sufficient to identify the property's location
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4. Existing Property and Surrounding Conditions

Provide sufficient information to help the Town understand the property and its relationship to the surrounding area, including:

- ☐ Existing use of the property
- ☐ General land uses on surrounding properties

When reasonably relevant to the rezoning request, identify significant property characteristics such as:

- ☐ Existing structures
 - ☐ Access or adjacent streets
 - ☐ Significant natural features
 - ☐ Irrigation canals, streams, ponds, wetlands, or flood hazard areas
 - ☐ Other characteristics relevant to the requested zoning change
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5. Explanation of the Request

The Rezoning Application (Form R-1) asks the applicant to identify the anticipated future use of the property and briefly explain why the zoning change is being requested.

Applicants may provide additional information explaining how the requested zoning designation relates to the General Plan, Future Land Use Map, surrounding area, or other circumstances they believe are relevant to the request.

6. Optional Supporting Information

Applicants may submit additional information they believe will help the Planning Commission and Town Council understand the request, such as:

- photographs of the property;
- aerial imagery;
- conceptual site sketches or plans;
- renderings;
- supporting studies; or
- other relevant materials.

Concept plans, sketches, or renderings submitted with a rezoning application are **illustrative only** unless otherwise provided by law or a separate Town approval. Approval of a rezoning does not constitute approval of the development depicted in those materials.

7. Additional Information Requested by the Town

When reasonably necessary to evaluate the rezoning request, the Town may request clarification or additional information reasonably related to the legislative decision.

Depending upon the circumstances, this may include information concerning:

- utility or water availability;
- access or transportation;
- environmental or natural-resource conditions;
- geologic or other hazards; or
- other matters reasonably relevant to the requested zoning change.

Requests for additional information should be proportional to the nature and complexity of the application.

A request for additional information during review does not necessarily mean that the application was incomplete when accepted.

Administrative Note

Submission of the required materials does not guarantee approval.

Rezoning is a legislative decision. Each application is considered individually based upon the applicable provisions of the Spring Lake Municipal Code, the General Plan, public input, application materials, and other relevant information considered during the review process.