

**Zone Change Application  
City of Harrison**

**SUBMITTALS**

A zone change request is made by submitting the following information to the City Clerk:

1. The completed attached form;
  2. An owners list prepared by a title insurance company, listing the addresses of all property owners within 300 feet from the external boundaries of the property described in the application, and the property owners within the property described in the application. The list shall be prepared using the last known name and address of such owners as shown on the latest adopted tax roll of the county.
  3. A residents' list prepared by the applicant, listing the addresses of all residential property that is not owner-occupied, lying within 300 feet from the external boundaries of the property described in the application, and which are within the property described in the application, and
  4. A \$325.00 processing fee (payable to the City of Harrison).
  5. The Applicant is responsible and understands that for the any additional charges for the City Planner.
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1. The applicant is required to post a public hearing notice, provided by the City Clerk, on the property at a location visible from the nearest public road. This posting must be done 1 (one) week prior to the date of the next regular Planning Commission meeting at which this item will be heard. An affidavit testifying where and when the notice was posted and by whom is also required.

Received: City Clerk: Date: \_\_\_\_\_

Received: Planning: Date: \_\_\_\_\_

Accepted: Planning: Date: \_\_\_\_\_

**Please type or print the following required information:**

**APPLICANT:**

**Name of Applicant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Filing Capacity:**

**1. Recorded property owner as of \_\_\_\_\_ (date)**

**2. Purchasing (under contract) as of, \_\_\_\_\_ (date)**

**3. The Lessee or Renter as of \_\_\_\_\_ ( date)**

**4. The authorized agent of any of the foregoing, duly authorized in writing. (Written authorization must be attached to the application)**

**Engineer and/or Surveyor:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

1. **Legal Description of property:**

2. Size of area involved: \_\_\_\_\_ acres, and/or \_\_\_\_\_ sq.ft.

3. Total number of lots included: \_\_\_\_\_

4. Existing land use: \_\_\_\_\_

5. Existing addresses (if fewer than 10): \_\_\_\_\_

6. Existing Zoning: \_\_\_\_\_

**CERTIFICATION FOR ADDRESS LIST'S OWNERSHIP LIST**

Attached is a listing of the addresses of all property owners within 300 feet of this request as Described under "Submittals".

The list was compiled by \_\_\_\_\_  
(title company) (date)

**RESIDENTS LIST**

Attached is a listing of the addresses of all residences that are not owner-occupied within 300 feet of this request as described under "Submittals". - The list was compiled by \_\_\_\_\_

\_\_\_\_\_  
(date) (name)

**REQUEST**

From \_\_\_\_\_ to \_\_\_\_\_  
(existing zone)' " (proposed zone)

**JUSTIFICATION**

**Please use this space to state the reason(s) for the requested zoning and annexation.**

**Appropriate**

**Comprehensive Plan goals and policies should be included in your reasons.**

**APPLICATION CERTIFICATION****CERTIFICATION of APPLICANT: \***

\_\_\_\_\_ being duly sworn, attests that  
he/she is the applicant of this request and knows the contents thereof to be true to his/her  
knowledge.

Signed: \_\_\_\_\_

\_\_\_\_\_  
(applicant)

\_\_\_\_\_  
Notary to complete this section:

Subscribed and sworn to before me this \_\_\_\_\_ day of.

\_\_\_\_\_ 2025.

\_\_\_\_\_  
Notary Public for

Residing at: \_\_\_\_\_

My commission expires: \_\_\_\_\_

The applicant is responsible for any additional costs, which may include, but are not limited to, expenses related to notices, reviews by the City Planner, City Engineer, and City Attorney.

**CERTIFICATION OF OWNER:**

I have read and consent to the filing of this application as the owner of record of the area being considered in this application.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No.: \_\_\_\_\_

Signed by Owner \_\_\_\_\_

\*For multiple applicants, please submit multiple copies of this page.