



CITY OF JENKINS

ZONING DISTRICT AMENDMENT APPLICATION CHECKLIST

(Amendments to the Zoning Ordinance or Zoning Map may be initiated by the City Council, Planning Commission or by application of a property owner).

Referenced Zoning Code Section VII, Section XI subdivision 11.4, and Land Use Matrix

Any person requesting City approval Zoning District Amendment shall complete and/or submit to the City of Jenkins, by the published submittal deadline, the following information:

- ☐ Zoning District Amendment Application;
- ☐ Filing fee (at annual rate set by City Council);
- ☐ Escrow deposit (at annual rate set by the City Council);
- ☐ City of Jenkins Planning and Zoning Application Policies and Procedures - An executed agreement in which the applicant agrees to pay all costs of engineering, planning, inspection and legal expenses incurred by the City in reviewing the application;
- ☐ Written narrative that is legible and reproducible that explains the reasons for the Zoning District Amendment and an explanation of the amendment's consistency with the Comprehensive Plan land use designations;
- ☐ Location map (8 ½"x 11" reproducible);

Applications and submittals will be reviewed by staff who will notify the applicant in writing as to completeness of application and or the need for additional information or modifications within fifteen business days. Complete application items will be scheduled for the Planning Commission review.

Zoning Administrator:

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