



City of Sheridan
Rezoning Checklist

Project Name:
RGA Job No.:

Included?			Item	Comments
Yes	No	Insufficient		
Section 1. Pre-Submittal Conference and Review (Sec. 56-582)				
			1. Fill out pre-submittal conference application, submitted via https://permits.sheridangov.org/PlanReview	
			2. Sketch plan comments from staff, per pre-submittal conference, have been addressed.	
			3. Neighborhood meeting has been held prior to submitting the rezoning application. Provide meeting notice with date and place of meeting, proof of meeting (i.e. sign in sheet, etc.), and meeting notes.	
Section 2. Application Process (Sec. 56-583)				
			1. Application form has been filled out and submitted via https://permits.sheridangov.org/PlanReview	
			2. Include written description of the proposed use and proposed zone, including any conditions or restrictions to be imposed by the City.	
			3. Sec. 56-586 Standards for Zoning and Rezoning must be addressed in a written narrative , answering the following criteria/questions:	
			a. That the proposed rezoning promotes the health, safety and welfare of the inhabitants of the city and the purposes of this article; and	
			b. At least one of the three following additional factors exist:	
			i. The proposed rezoning is consistent with the goals of the comprehensive plan; or	
			ii. There has been a material change in the character of the neighborhood or in the city generally, such that the proposed rezoning would be in the public interest and consistent with the change; or	
			iii. The property to be rezoned was previously zoned in error.	
			4. A list of names and current addresses of the owners of all properties within 300' of the exterior boundaries of the site (per records of the county assessor's office). Click here for instructions.	
			5. Fee has been paid (per current fee schedule).	
			6. Signed Cost Agreement has been submitted.	



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			9. Proof of ownership of the property (Sec. 56-581). Can be via deed, title commitment letter, or other legal instrument showing ownership. NOTE: All liens and taxes owed on this property must be paid in order for the City to process your application.	
			10. Letter of authorization from the property owner permitting a representative (applicant) to submit the rezoning application, when the property owner is not the applicant, as the owner of the property must initiate a rezoning. (Sec. 56-581)	
			11. All documentation necessary can be submitted via https://permits.sheridangov.org/PlanReview	
Section 3. CONCEPTUAL SITE PLAN REQUIRED FOR REZONINGS TO THE FOLLOWING DISTRICTS: COM-N, BUS-1, BUS-Li, COM-C, IND and MH Districts Rezoning (Sec. 56-583.c)				
			1. Vicinity map (needed per staff requirement):	
			a. Show geographic relationship of the proposed rezoning area to the surrounding area.	
			b. Show streets adjacent to rezoning area.	
			2. Provide lot lines, lot dimensions, and acreage of the site to be rezoned, along with adjacent streets. (Needed per staff requirement.)	
			3. Show and dimension setbacks for the proposed zoning district. A table listing setbacks would be helpful, but is not required. (Needed per staff requirement.)	
			4. Provide the location of all existing and proposed structures (shade structures if needed to differentiate), and list the uses contained or to be contained therein.	
			5. Location and flow of all vehicular and pedestrian circulation systems, malls and parking area.	
			6. Location and size of signs, if known.	
			7. Barriers and screening designed to protect adjacent property and roads from encroachment by lights and noise, including note concerning how the areas will be screened.	
			8. Size and location of landscape areas.	
			9. Drainage patterns.	
			10. Other items required by City, if any.	