

CITY OF PORT WASHINGTON

SUBMITTAL REQUIREMENTS FOR REZONING APPLICATIONS

All applications **MUST** contain the following information in the format described. Applications will **NOT** be accepted if any of these items are missing or incomplete.

- Completed application form and required fee;
- Signature on the application;
- A letter of intent detailing what is being requested;
- A complete legal description of the property to be rezoned; and
- Fifteen (**15**) copies of an accurate map of the property to include:
 - ✓ A scale no smaller than 1" = 100 feet for tracts less than ten (10) acres and no smaller than 1" = 200 feet for tracts greater than ten (10) acres;
 - ✓ Existing zoning;
 - ✓ Proposed zoning;
 - ✓ Existing roads, easements or dedications, and buildings; and
 - ✓ Principle uses of all properties within 300 feet of the subject land.

OPD – Planned Development Overlay – If the application includes a request for OPD Planned Development Overlay District, the following shall also be required:

- A statement describing the general character of intended development along with other pertinent information as may be necessary to make a determination that the contemplated arrangement or use makes it desirable to apply regulations differing from those ordinarily applicable to the existing zoning district;
- A general development plan of the project (11" x 17" format) indicating the following:
 - ✓ Intended use or uses of the parcel;
 - ✓ Dimensions and location of proposed structures;
 - ✓ Areas reserved for vehicles and pedestrians;
 - ✓ Landscaping and other open spaces; and
 - ✓ Architectural drawings and sketches illustrating the design and character of the proposed uses and the physical relationship of the uses;
- The base density under the existing zoning and proposed density under the requested zoning; and a description of the gross area and net area of the parcel; and
- Any other information that will aid the Plan Commissioners in making their determination.
- Fifteen (**15**) copies for the Plan Commission.

