

ANNEXATION AND REZONE APPLICATION

Date of Application		File No.		
Applicant Name				
Mailing Address - Street Name/Number (Applicant)		City	State	Zip Code
Applicant Phone Number		Applicant Email Address		
General Location of Site Subject to this Application (street address preferred)				
REQUESTING ZONING DISTRICT (if multiple, legal descriptions must be provided for each)				
<input type="checkbox"/> Agricultural (AG)	<input type="checkbox"/> Single-Family Residential (R-1)	<input type="checkbox"/> Two-Family Residential (R-4)	<input type="checkbox"/> Low-Density Multi-Family (R-5)	
<input type="checkbox"/> High-Density Multi-Family (R-3)	<input type="checkbox"/> Neighborhood Commercial (NC)	<input type="checkbox"/> Center City (CC)	<input type="checkbox"/> Transitional Office (O)	
<input type="checkbox"/> General Commercial (GC)	<input type="checkbox"/> Highway Commercial (HC)	<input type="checkbox"/> Light Industrial (MI)	<input type="checkbox"/> Heavy Industrial (M-2)	
<input type="checkbox"/> Modular Home Sub. (R-MHS)	<input type="checkbox"/> Manufactured Home Comm. (R-MHC)	<input type="checkbox"/> Planned Unit Development (PUD)*	<i>* if PUD, complete separate PUD application form</i>	
CERTIFICATION OF APPLICATION				
<p>I/We, the undersigned applicant being either the owner of the subject property or a duly authorized representative of such owner(s), do attest to the truth and accuracy of the information provided with this application. I also hereby agree to reimburse the City for all costs associated with the provision of notice of public hearings necessitated by this application, including costs for certified mailing and publication in a local newspaper.</p>				
Applicant Signature			Date	
Received by			Date	
Fees Collected		Date Paid	Receipt No.	

SEE REVERSE FOR CHECKLIST OF OTHER REQUIRED DOCUMENTS THAT MUST ACCOMPANY THIS APPLICATION FORM.



REQUIRED DOCUMENTS TO BE SUBMITTED WITH APPLICATION	
<i>(all digital submittals sent to planningenixa.com)</i>	
<input type="checkbox"/>	List of owners of all the fee interests of record (incl. Name + Mailing Address)
<input type="checkbox"/>	Signed and Notarized Petition for Annexation (signed by all owners of all tracts)
<input type="checkbox"/>	Legal Description(s) for all area(s) to be annexed and zoned (Microsoft Word format)
<input type="checkbox"/>	Boundary Survey of all area(s) to be annexed and zoned
<input type="checkbox"/>	- Total Acreage
<input type="checkbox"/>	- Location of all proposed zoning boundaries
<input type="checkbox"/>	- Location and dimension of all proposed lot lines
<input type="checkbox"/>	- Legal Description of property
<input type="checkbox"/>	- Names and boundaries of adjacent subdivisions and streets
<input type="checkbox"/>	- Location and description of monuments
<input type="checkbox"/>	- Bearings, distances, chords, radii, central angles, tangent links, etc.)
<input type="checkbox"/>	- Location and width of existing street right-of-way
<input type="checkbox"/>	- Location and width of existing easements and their type
<input type="checkbox"/>	- Existing location and type of existing buildings and structures
<input type="checkbox"/>	- All areas to be dedicated for public use (easement, ROW, etc.)
<input type="checkbox"/>	- Payment of application fee in the amount of \$500.00

TYPICAL PROCESS AND TIMELINE		
Preparation Phase	Application received for staff review and preparation for hearings.	~30 days
	Provide notice of hearing for publication in a local newspaper at least 15 days prior to hearing date.	
	Provide notice of hearing to all owners of real estate within 185 of subject property.	
	Posting of notice of public hearing sign on the subject property.	
Hearing Phase	Public held before Planning & Zoning Commission.	~20 days
	Planning & Zoning Commission makes Finding of Facts and recommendation to City Council.	
	First Reading of Ordinance by City Council.	
	Second Reading of Ordinance and Final Passage by City Council.	

For questions concerning this application or the process described above, please contact the City of Nixa's Department of Planning and Development at (417) 725-5850.

NIXA.COM

