



**MUNICIPAL PLANNING COMMISSION APPLICATION**

**FOR STAFF USE ONLY**

Date Submitted: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Application # \_\_\_\_\_ - \_\_\_\_\_

**Property Owner Information**

Applicant Name (Individual or Entity) \_\_\_\_\_ Representative & Title (if Entity) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Applicant Information (if different from Owner)**

Applicant Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Email \_\_\_\_\_

**Property Information**

Property Address \_\_\_\_\_ Map Page \_\_\_\_\_

Current Zoning \_\_\_\_\_ Proposed Zoning \_\_\_\_\_ Tax Parcel \_\_\_\_\_

Existing Structures / Use \_\_\_\_\_ Total Site Area \_\_\_\_\_

**Type of Application**

*(Check all that apply; complete corresponding section(s) in this packet.)*

\_\_\_\_\_ Zoning Change (Map or Text Amendment) *(Complete Section A)*

\_\_\_\_\_ Site Plan Review *(Complete Section B)*

- Single-Family / Two-Family       Multifamily
- Commercial / Industrial       Major Modification
- Other \_\_\_\_\_

\_\_\_\_\_ Subdivision Plat *(Complete Section C)*

- Master Design Plan (Preliminary Plat)       Engineering Plan
- Final Plat – Minor Subdivision       Final Plat       Plat Amendment

\_\_\_\_\_ Variance / Use on Appeal *(Complete Section D)*

\_\_\_\_\_ Annexation *(Complete Section E)*

\_\_\_\_\_ Other (describe): \_\_\_\_\_

**Authorizations**

*All owners and/or those with an appropriate written Power of Attorney from an owner (must be attached) are required to sign below. If the owner is not an individual (i.e. corporation, trust, etc.), list the entity's name, the name of the individual signing on behalf of the entity and his/her position within the entity.*

**Owner:**

I (we), the undersigned, affirm that I/we are the owner(s) of the property described above or am/are authorized to act on behalf of the owner(s). I/we grant permission for the Town of Stanton staff, Planning Commission, and its agents to enter the property for inspection during the review process. I/we certify that the information provided is true and correct.

Owner's Name	Owner's Signature	Date
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Owner's Name	Owner's Signature	Date
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**Applicant (if different from Owner):**

Applicant Name (Printed)	Applicant Signature	Date
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**SECTION A**

**ZONING CHANGE APPLICATION**

This application is required for applicants requesting a change to the Town of Stanton Zoning Map or Zoning Ordinance. Applicants must complete all sections, attach the required documentation, and submit the application with applicable fees at least 21 days before the scheduled Planning Commission public hearing.

Zoning Map Amendment

Zoning Ordinance Text Amendment

**Property Information**

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Map Page

\_\_\_\_\_  
Current Zoning

\_\_\_\_\_  
Proposed Zoning

\_\_\_\_\_  
Tax Parcel

\_\_\_\_\_  
Existing Structures / Use

\_\_\_\_\_  
Total Site Area

**Purpose and Justification**

Briefly describe the reason for the requested zoning change, referencing the Town of Stanton Master Plan, compatibility with surrounding land uses, and any anticipated public benefits:

\_\_\_\_\_  
\_\_\_\_\_

**Development Intentions**

Development proposed?    Yes    No      Planned Number of Lots / Units \_\_\_\_\_

Describe development:

\_\_\_\_\_  
\_\_\_\_\_

Residential    Commercial    Industrial    Other: \_\_\_\_\_

**Required Attachments**

Proof of ownership or owner authorization letter

Plat prepared as defined in Chapter 14 of the Stanton Municipal Zoning Ordinance

Site concept plan (if development is proposed)

Application fee

**SECTION B**

**SITE PLAN REVIEW APPLICATION**

This application is required for all projects needing Planning Commission site plan review in order to ensure compliance with Stanton’s Zoning Ordinance, Subdivision Regulations, and other development standards. Applicants must complete all sections, attach the required documentation, and submit the application with applicable fees at least 15 days before the scheduled Planning Commission meeting.

- Single-Family / Two-Family       Multifamily       Commercial / Industrial  
 Major Modification       Other \_\_\_\_\_

<b><u>Project Information</u></b>			
Project Name _____		Map Page _____	
Property Address _____		Tax Parcel _____	
Current Zoning _____	Proposed Use _____	Total Site Area _____	
# of Buildings _____	# of Units _____	Building Height _____	Gross Floor Area _____

<b><u>Project Description</u></b>
Provide a detailed description of the project, including type of development, intended uses, and any special conditions:  _____  _____  _____
Utility Needs (Check all that apply) <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Gas

<b><u>Required Attachments</u></b>
<input type="checkbox"/> Proof of ownership or owner authorization letter
<input type="checkbox"/> Four (4) copies of a Site Plan prepared as described in Chapter 10 of the Stanton Municipal Zoning Ordinance
<input type="checkbox"/> Digital PDF copy of Site Plan
<input type="checkbox"/> Application fee

## SECTION C

### SUBDIVISION PLAT APPLICATION

This section must be completed for all subdivision plat applications. The Planning Commission reviews plats for compliance with Stanton's Subdivision Regulations, Zoning Ordinance, and other applicable requirements. Applicants must submit the appropriate plat type and all supporting documentation according to the adopted submission schedule, at least 15 days prior to the Planning Commission meeting.

#### **Type of Plat**

- |  |   |
|--|---|
| <input type="checkbox"/> Master Design Plan (Preliminary Plat) | <input type="checkbox"/> Engineering Plan |
| <input type="checkbox"/> Final Plat – Minor Subdivision        | <input type="checkbox"/> Final Plat       |
|  | <input type="checkbox"/> Plat Amendment   |

#### **Project Information**

Subdivision Name

Site Acreage

Proposed Use

Number of Lots

#### **Stage-Specific Requirements**

- Master Design Plan: Must include the entire area of the affected property or properties, major street layout, and overall phasing plan.
- Engineering Plan: Fully engineered design showing grading, utilities, drainage, and construction details. Must comply with all construction standards.
- Final Plat: Complete record plat including all required certificates and easements. Must be ready for recording with the County Register.

#### **Required Attachments**

- Proof of ownership or owner authorization letter
- Warranty deed or legal description of the property
- Eleven (11) copies of a plat prepared as described in Article II of the Stanton Subdivision Regulations
- Digital PDF copy of plat
- Boundary and topographic survey
- Application fee

**SECTION D**

**VARIANCE / USE ON APPEAL APPLICATION**

For all applications to the **Board of Zoning Appeals (BZA)** requesting either:

- Variance** – Relief from dimensional or bulk standards in the Zoning Ordinance where strict application would cause practical difficulties or undue hardship.
  
- Use on Appeal (Special Exception)** – A use not normally permitted in the zoning district but allowed with BZA approval if conditions in the ordinance are met.

**Standards for Approval**

Variance – The BZA must find that:

- Special conditions exist peculiar to the property.
- Strict application deprives the property of rights enjoyed by others in the district.
- The variance will not confer special privileges denied to others.
- The variance is the minimum necessary to relieve the hardship.
- The variance is consistent with public interest and the ordinance’s intent.

Use on Appeal (Special Exception) – The BZA must find that:

- The use complies with all ordinance conditions for that use.
- The use will not be detrimental to the public welfare or injurious to other property.

**Request and Explanation**

Describe specifically what is being requested:

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Explain how your request meets the applicable standards:

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**Required Attachments**

- Proof of ownership or owner authorization letter
- Warranty deed or legal description of the property
- Site plan or scaled property sketch
- Narrative addressing each standard for approval
- Photographs or supporting evidence
- Application fee

**SECTION E**

**ANNEXATION REQUEST APPLICATION**

**Type of Annexation Request**

- \_\_\_\_\_ Contiguous to Existing Corporate Limits  
Fees: < 10 acres: \$ 100.00 / < 50 acres: \$ 250.00 / ≥ 50 acres: \$ 500.00
- \_\_\_\_\_ Non-Contiguous, Inside Urban Growth Plan  
Fees: < 10 acres: \$ 250.00 / < 50 acres: \$ 400.00 / ≥ 50 acres: \$ 650.00
- \_\_\_\_\_ Non-Contiguous, Outside Urban Growth Plan                      Fees: \$ 2,500.00

**Purpose of Annexation**

Briefly describe the reason for this request (e.g., access to municipal utilities, development plans, public safety coverage):

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**Development Intentions**

Is development proposed?     Yes    No            Planned Number of Lots / Units \_\_\_\_\_

Describe development:    Residential    Commercial    Industrial    Other: \_\_\_\_\_

Utility Needs (Check all that apply)     Water    Sewer    Gas    Trash Pickup

**Required Attachments**

- Warranty deed or legal description of the property
- Boundary survey or GIS map showing parcel location
- Letter of intent (may be incorporated in Section 4)
- Property owner authorization (if applicant is not the owner)
- Power of attorney documentation (if applicable)
- Proposed zoning request form (if applicable)
- Site concept plan (if development is proposed)
- Application fee