Valley City Planning and Zoning
APPLICATION

Procedures and submission requirements can be found in the Valley City Municipal Code. Application and fees must be submitted as soon as possible in order to allow sufficient time for publication of required public hearing notices. The Planning and Zoning Commission generally meets and holds public hearings the 2nd Tuesday of every month at 4pm. Additional fees will be assessed if it is determined a meeting is needed to be held outside of regularly scheduled meeting dates.

Please check all that apply and submit payment with application. This application may be utilized for more than one request or applicant may copy and attach a separate application for each item as needed.

_____ Variance ($100)
_____ Vacation of Street/Alley ($150)
_____ Zoning Ordinance Text Amendment ($200)
_____ Zoning Map Amendment (Zone/Rezone) ($200)
_____ Conditional Use Permit ($200)
_____ PUD/PUD Amendment ($200)
_____ Other: _____ ($TBD)

Applicant Name: _____ Phone: _____

Applicant Address _____

City, State, Zip _____ Email Address: _____

Owner Name: _____ Phone: _____

Owner Address _____

City, State, Zip _____ Email Address: _____

Owner Authorization: _____ Date: _____

If the applicant is not the same as the owner, the owner must sign the application or submit a letter authorizing the applicant to proceed on behalf of the owner.

Physical Address of Property (if assigned):_____

Property Description (attach addt'l sheet if necessary):

Parcel ID# _____ Lot _____ Block _____ Subdivision_____

Section _____ Twp _____ Range_____ Metes and Bounds: _____

_____

Briefly describe the reason for request:

Applicant Signature: _____ Date: _____

The signature of the applicant and owner (or written permission of the owner) certifies that permission is granted by the owner to all authorized City personnel to enter the property for the purpose of review of this application. The applicant and owner further certify that all City Ordinances will be complied with and that the information given within this application as well as the plans submitted are in all respects true and correct to the best of my knowledge and belief.

VALLEY CITY USE ONLY:

Application and fees. Rec'd on date: _____ in the amount of $_____ Cash/Check

Application/Supporting documents deemed complete. Date: _____. Initials _____.

P&Z: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates:
P&Z findings and recommendations sent to City Commission. Date: _____.

City Commission: **Hearing Date** _____ Approval: ☐ Yes ☐ Yes with conditions ☐ No
Publication Dates: