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**Town of New Castle**  
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## **CHECKLIST ZONING AMENDMENT**

(Rezoning of land)

Authority: New Castle Municipal Code, §§16.08.060 & 17.92.010 et seq.

This is a helpful checklist and is not necessarily all inclusive for all Municipal Code requirements. It is still your responsibility to read and comply with all code requirements. All applications must include a non-refundable Application fee.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **The following items must be submitted to the Town Clerk:**

- Development Application
- Reasons you are requesting the amendment
- Map showing the property you propose to rezone, the requested zoning and the zoning of the adjacent properties
- Legal description of the property you propose to rezone
- Proof of legal ownership of all property involved
- Names and addresses of all property owners, mineral owners, and lienholders of all property involved
- Other information supporting your application
- List of owners of property within 250 feet of your property along with their mailing addresses. Source: Assessors Office.
- \$250.00 Non-refundable Application fee