

# Buchanan County Land Change Form



To start the process of building, rezoning, splitting land or to get a conditional use permit. The following steps must be taken. This process can take 6 to 8 weeks.

Person Requesting: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address or Parcel Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Steps:	Office Signature	Date Completed
It is your responsibility to get a Plat (survey) done and recorded.		
You must record a transfer deed with the new legal description with the Buchanan County Recorder of Deeds.		
The Recorder of Deeds will notify the Buchanan County Real Estate office to review the change.		
The Buchanan County GIS Department will review for plotting and confirm the new legal description.		
The GIS Department will send back to the Real Estate's Office for finalization.		
The Buchanan County Appraiser will go to the property for an evaluation.		

Once all the steps are completed; the Director of Planning and Zoning will complete a permit application and will notify you when you will meet with the Planning and Zoning board.

Deadline Date	Planning & Zoning Meeting
August 16, 2021	September 8, 2021
September 20, 2021	October 13, 2021
October 18, 2021	November 10, 2021
December 20, 2021	January 12, 2022
January 18, 2022	February 9, 2022
February 11, 2022	March 9, 2022
March 21, 2022	April 13, 2022
April 18, 2022	May 11, 2022
May 16, 2022	June 8, 2022
June 20, 2022	July 13, 2022
July 18, 2022	August 10, 2022
August 22, 2022	September 14, 2022
September 19, 2022	October 12, 2022
October 17, 2022	November 9, 2022

Planning and Zoning can be reached at 816-271-1429.