

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
December 20, 2022	January 11, 2023
January 17, 2023	February 8, 2023
February 14, 2023	March 8, 2023
March 21, 2023	April 12, 2023
April 18, 2023	May 10, 2023
May 23, 2023	June 14, 2023
June 20, 2023	July 12, 2023
July 18, 2023	August 9, 2023
August 22, 2023	September 13, 2023
September 19, 2023	October 11, 2023
October 17, 2023	November 8, 2023
November 21, 2023	December 13, 2023

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