

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 19, 2023	January 10, 2024
January 23, 2024	February 21, 2024
February 20, 2024	March 13, 2024
March 19, 2024	April 10, 2024
April 16, 2024	May 15, 2024
May 21, 2024	June 12, 2024
June 18, 2024	July 10, 2024
July 23, 2024	August 14, 2024
August 20, 2024	September 11, 2024
September 17, 2024	October 9, 2024
October 22, 2024	November 13, 2024
November 19, 2024	December 11, 2024

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