

PROCEDURE FOR OBTAINING A CHANGE IN ZONING PLANNING AND ZONING COMMISSION

I. GENERAL INFORMATION

- A. A change in zoning of your property could take a minimum of ninety (90) days.
- B. The Planning and Zoning Commission is the official board for review of zoning change requests.
- C. To initiate a change in zoning, you must file an application and pay a One Hundred and Eighty Dollar (\$185.00) filing fee.
- D. The application must be filed on the attached form furnished and approved by the Planning and Zoning Commission.
- E. You should answer all questions on the application which apply to the property proposed for rezoning. The answers you supply will enable the Planning and Zoning Commission and the Governing Body to more clearly understand your need and reasons for the change in zoning.
- F. A development plan should be included with the rezoning application. The development plan shall include a property boundary map, a proposed development plan and a statement of intent.

II. PROCEDURE FOR FILING AND REVIEW

- A. The completed application form, a certified list of property owners within two hundred (200) feet, and a One Hundred and Eighty Dollar (\$185.00) filing fee must be submitted to the Building Official.
- B. The application and filing fee must be submitted not less than thirty (30) days before the public hearing.
- C. At the public hearing, the following procedure will be observed:
 - 1. All presentations, remarks, questions, etc. shall be addressed to the Planning and Zoning Commission.
 - 2. The applicant and those favoring the conditional use request will be heard first.
 - 3. Those in opposition to the request will be heard second.
 - 4. Each side will be given an opportunity for rebuttal.
- D. At the conclusion of the public hearing, the Planning and Zoning Commission will make such findings of fact and make a recommendation to be forwarded to the Governing Body.
- E. Fourteen (14) days must elapse after the public hearing to allow for protest, which should be filed in the City Clerk's Office. If the protest is duly signed and acknowledged by the owners of twenty (20) percent or more of any real property proposed for a conditional use or by the owners of twenty (20) percent of the area, excepting the public streets or ways, located within or without the corporate limits of the City and located within two hundred (200) feet of the boundaries of the property proposed to be rezoned, such amendment shall not be passed except by at least three-fourths (3/4) vote of the members of the Governing Body.
- F. The Governing Body will hear the Planning and Zoning Commission's recommendations at their first regular meeting following the fourteen (14) days protest period.
- G. If the Governing Body approves the zoning change, they will refer the matter to their attorney for the preparation of an ordinance to change said zoning to be approved by the Governing Body.
- H. The zoning change is not official until the ordinance is approved by the Governing Body and said ordinance is published in the official City newspaper.

<p style="text-align: center;">APPLICATION FOR ZONING CHANGE</p> <p style="text-align: center;">PLANNING AND ZONING COMMISSION</p>	<p style="text-align: center;">FOR OFFICIAL USE ONLY</p> <p>1. Case No. _____</p> <p>2. Date Filed _____</p> <p>3. Date Fee Paid _____</p> <p>4. Date of Hearing _____</p> <p>5. Date Published _____</p>
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(TO BE COMPLETED BY THE APPLICANT)

1. Applicant's Name _____
2. Applicant's Address _____ Phone _____
3. Address of Property Proposed for Rezoning _____
4. Present Owner's Name _____
5. Present Zoning District _____ Proposed Zoning District _____
6. Legal Description of Property Proposed for Rezoning _____

7. Present Use of Property (Check One of the Following):
- | | |
|-----------------------|----------------------|
| (a) Vacant _____ | (c) Commercial _____ |
| (b) Residential _____ | (d) Industrial _____ |

8. Desired Use of Property _____
9. Use and Zoning of Adjacent Property:

DIRECTION	USE	ZONING
North		
South		
East		
West		

10. List of Reasons for the Request _____

(Date)

(Signature of Applicant)

(DO NOT WRITE IN THIS SPACE)

PLANNING AND ZONING COMMISSION

1. Action by the Planning and Zoning Commission. (Approve, Disapprove)
2. Facts Found: _____

