

## REQUEST FOR ZONING DISTRICT CHANGE

A proposal for a change in district classification (rezoning) may be initiated by either the City Commission, Planning Commission, or the owner of the property affected.

The applicant shall first obtain the proper application from the office of Planning & Zoning and receive a complete explanation of its requirements. The applicant may wish to discuss various zoning options and requirements for the property in question with the City Inspector.

The rezoning application form shall be completely filled out and returned to the office of Planning & Zoning with the appropriate filing fee, evidence of ownership and other required information.

AN APPLICATION SHALL NOT BE SCHEDULED FOR PUBLIC HEARING UNTIL THE APPLICATION FORM HAS BEEN FULLY COMPLETED, THE FEE PAID, AND ALL REQUIRED INFORMATION SUBMITTED.

The Planning Commission shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. The Planning & Zoning office shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least twenty (20) days prior to the hearing. This notice shall state the time and place of the hearing and shall describe generally the change requested. **The Applicant shall furnish the City with the Names and Addresses of all owners of property within a 200 foot radius, excluding streets and rights-of-ways, of the property in question.** A written notice shall be mailed by the planning & Zoning office to each property owner within a 200 foot radius, of the property in question at least twenty (20) days prior to the public hearing. This notice shall also notify surrounding property owners of their right to file protest petitions and shall explain the protest procedure.

The public hearing may be adjourned from time to time and upon its conclusion, the Planning Commission shall prepare and adopt its recommendation to the Governing Body. This recommendation shall be submitted along with an accurate record of the public hearing. For action on zoning amendments, a quorum is more than one-half the total membership of the Commission. A vote either for or against the proposed rezoning by a majority of the Planning Commission constitutes a recommendation of the Planning Commission. When neither a vote for nor a vote against the rezoning has a majority of the Planning Commission, it constitutes a "failure to recommend." The planning and zoning office shall notify all parties of interest of the Planning Commission's decision within a reasonable period of time after the completion of the public hearing.

**APPLICATION FOR REZONING**

This is an application for a change of the zoning classification. It must be completed and returned to the office of the Planning & Zoning Director.

I. Name of owner(s) and/or their agent(s): (All owners of all property requested to be zoned must be listed on this form.)

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Agent (if any): \_\_\_\_\_

Agent Address: \_\_\_\_\_

Phone: \_\_\_\_\_

(Use separate sheet if necessary for additional owners)

II. The applicant hereby requests a change of zone from \_\_\_\_\_ zoning district to \_\_\_\_\_ zoning district. The property for which this change is requested is legally described as: (use either metes and bounds or subdivision/block/lot description.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

III. This property is located in:

Section \_\_\_\_\_

Township \_\_\_\_\_

Range \_\_\_\_\_

The general location is ( use appropriate section):

Street address \_\_\_\_\_ (NW,NE,SW,SE)  
corner of \_\_\_\_\_ (street) and \_\_\_\_\_  
(street) or on the \_\_\_\_\_ (N,S,E,W,)  
side of \_\_\_\_\_ (street) between \_\_\_\_\_  
(street) and \_\_\_\_\_ (street).

IV. I/We, request this change in zoning for the following reasons: (do not include reference to proposed uses.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Use additional sheets if necessary)

V. I/We, the applicant(s), acknowledge receipt of the instruction sheet explaining the method for submitting this application from the Planning & Zoning office. I/We realize that this application cannot be processed unless it is completely filled in, is accompanied by evidence of ownership, as required in the instruction sheet, and is **accompanied by the \$100.00 fee.**

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

By: \_\_\_\_\_  
Authorized agent, if any

By: \_\_\_\_\_  
Authorized agent, if any