



APPLICATION

ZONING ORDINANCE AMENDMENT

Applicant– Please indicate the following:	
Current Zoning District(s):	
Requested Zoning District(s):	
Text Amendment	

DEPARTMENT USE ONLY
Application Received: _____
Tax ID: _____
Fee: _____
Receipt #: _____

Applicant Information:

Name: _____

Organization: _____

Address: _____

Telephone Number: _____ Facsimile Number: _____

Interest in Property (owner, tenant, option, etc.): _____

Note: If applicant is anyone other than owner, request must be accompanied by a signed letter of authorization from the owner.

Property Information:

Owner: _____ Telephone Number: _____

Property Address: _____

Legal Description: If in a subdivision: Subdivision Name: _____ Lot Number: _____

If Metes and Bounds (can be provided on separate sheet): _____

APPLICANT CERTIFICATION

By execution of this application, the person signing represents that the information provided and the accompanying documentation is, to the best of his/her knowledge, true and accurate. In addition, the person signing represents that he or she is authorized and does hereby grant a right of entry to City officials for the purpose of inspecting the premises to determine compliance with the requirements of the zoning code district requested by the applicant and compliance with conditions precedent to the granting of the zoning district change/text amendment requested.

Signature: _____ Date: _____

Requested Description:

Text Amendment Description (if, applicable, attach additional sheets as necessary)

Site Area (For rezoning only):

Indicate the size of the site subject to the request for change of zoning:

In square feet (if under one (1) acre): _____

In acres (if over one (1) acre): _____

Master Plan (for rezoning only)

Future Land Use Designation (from Master Plan): _____

Does the proposed Zoning District conform to this designation? Yes No

Available Services

Public Water Yes No

Paved Road (Asphalt or Concrete) Yes No

Public Sanitary Sewer Yes No

Public Storm Sewer Yes No

Health Department Certification may be required where public water and/or sanitary sewer are not available.

Current Use (for rezoning only):

Are there any structures currently on the property? Yes No

If so, describe the number of structures and how the structures are used (attach additional sheets, if necessary):

Soil Data (for rezoning only)

Has soil bearing capacity and septic suitability of the ground been tested? Yes No

If so, attach 30 copies. Note: Such testing may be required if conditions warrant.

Application Materials

The following is a checklist of items that generally must be submitted with applications for Rezoning. The applicant must submit 30 copies of plans or drawings larger than 11" x 17". Incomplete applications will not be processed.

- Completed application form
- Plot Plan of area proposed for Rezoning (see "A" below)
- Legal description of area proposed for Rezoning
- Proof of ownership or owner authorization to request Rezoning
- Fee (see below)
- Any other information deemed necessary

Plot Plan

The Plot Plan shall be drawn to a readable scale and shall show all of the following information:

- Existing structures and parking areas, with setback dimensions from property lines
- Survey pins or monuments
- All easements on the property
- Overhead and underground utilities
- Floodplain and wetlands
- Topography (where land characteristics have a bearing on the request)
- Surface drainage, indicated by directional arrows
- Existing zoning and use of surrounding properties

Application Fee (for rezoning only) \$300.00 All requests must be accompanied by a fee, as established by City Council.

Engineering Review Fee (for rezoning only) \$220.00 – Minimum Two-hour fee for projects increasing demand on public utilities. Actual fees incurred are billed to applicant upon completion of review.

Application Deadlines

Complete applications must be received at least one week in advance of a City Council meeting. A public hearing will be scheduled at the next Planning Commission meeting. At that time the Planning Commission will make a recommendation to the City Council, which has the final authority to approve or deny an application for Rezoning.

Planning Commission meetings are held on the second Tuesday after the first Monday of every month. The City Council will consider recommendations from the Planning Commission at their regular meeting on the third Monday of the month. If any Monday is a City recognized holiday, the meeting is held on the following day (Tuesday).

Staff Report

The Planning Department Staff will prepare a report to the Planning Commission regarding an application for Rezoning/Text Amendment. The report will explain the request and review whether it complies with the standards in the Zoning Code and the Master Plan. Staff will present the findings of that report during the Planning Commission meeting. An applicant who wishes to obtain one (1) copy of that report, at no cost, prior to the meeting must provide a written request to the Planning Department. The report is generally complete on the Friday before the Planning Commission meeting and can be mailed to the applicant or picked up by the applicant in the Planning Department.

Resources: More questions? Please contact our Customer Service Desk at 517.676.9155.

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