

<b>APPLICATION TO REZONE PROPERTY</b>		
<b>APPLICANT INFORMATION</b>		
Name:		
Phone:		
Address:		
City:	State:	ZIP Code:
E-mail:		
<b>PROPERTY INFORMATION</b>		
Business Name:		
Proposed Property Use:		
Property Manager (If different from applicant):		
Address:		
City:	State:	ZIP Code:
E-mail:		
<b>REZONE INFORMATION</b>		
Current Zoning Classification		
Requested Zoning Classification		
<b>SIGNATURES</b>		
I authorize the verification of the information provided on this form and have attached all required documentation.		
Signature of applicant:	Date:	

**Submittal Checklist**

- Full Legal Description( Deed)
- List of all property owners within 200 feet radius of property
- Letter to the Plan Commission "Why you want the property rezoned"
- Application fee(Non-refundable) \$300.00
- Site Plan

*Hearings by city planning and zoning commission on proposed amendments, report to city council; hearings by city council.* All applications for amendment of the ordinance shall first be submitted to the city planning and zoning commission, who will hold a public hearing in relation to the proposed amendment. At the public hearing, citizens shall have an opportunity to be heard. The planning and zoning commission shall then make a recommendation to the city council. The city council may adopt, reject, or send back to the planning and zoning commission's recommendation after a public hearing before the city council. The planning and zoning commission and city council shall find that the project adequately addresses the following concerns:

- (1) The rezoning conforms to the future land use map in the comprehensive plan.
- (2) The proposed rezoning is consistent with the goals and objectives of the comprehensive plan.

If the responses for both subsections (1) and (2) are not affirmative, then either the rezoning request recommendation must be denial or the planning and zoning commission and city council must amend the comprehensive plan to provide the required consistency.

(3) The subject property, after the requested rezoning, will be compatible with the character of the surrounding neighborhood, including the existing uses and zoning of the properties near the subject property.

(4) The potential hardships and nuisances (such as noise, neon lights, odors, etc.) of the rezoning request have been adequately considered.

(5) There are adequate public utilities and services available to the land if rezoned. If not, who will have to pay for installing them?

(6) The trend of development near the subject property, including changes that have taken place in the area since the subject property was placed in its current zoning district, supports the rezoning request.

(7) The proposed rezoning amendment is in the public interest and not solely in the interests of the applicant.

### **Summary**

Zoning is a tool used to classify and regulate the uses that occur on land within the city. Zoning takes into account past uses but it also is used as a tool to guide future development in a way that makes sense for the community and is outlined in the Comprehensive Plan.

To change a land use classification, or propose a "rezone," The applicant must have a "good reason" or one that is substantiated by the Comprehensive Plan or other planning document that outlines the need for the area of proposed rezone. Staff can help the applicant read the documents to identify if there is a need.

If the applicant decides to apply for a rezone, they must attach all required documentation, submit the fee, and the process can begin.

### **Process**

The applicant will complete the application, and staff will begin processing it. The application must have a published notice in the paper, and the applicant must place a sign

in the yard of the property that is proposed to be rezoned. This may be obtained from the Planning Department. We will also mail a letter to adjacent property owners within a 200 foot radius of the parcel(s) to be rezoned. The application will then be presented to the Planning and Zoning Commission. We need a minimum of 45 days prior to the Planning and Zoning Commission meeting to process the application properly. The applicant must appear at the Planning and Zoning Commission meeting to present and or answer questions asked by the adjacent property owners or the board. If you wish to bring speakers that are in favor of the rezone, it is encouraged.

After a recommendation is given by the Planning and Zoning Commission, it will move up and be presented to the City Council for three readings. The first reading includes a public hearing and it is recommended that the applicant attend the first reading to answer questions that the City Council may have. **The City Council makes the final decision.**

**Time Line**

	Month 1	Month 2	Month 3					
Days	15	30	45	60	75	90		
Planning & Zoning							Applicant must attend meeting to present	
Council 1 <sup>st</sup> Reading							Applicant must attend meeting to present	
Council 2 <sup>nd</sup> Reading								Attend to answer questions
Council 3 <sup>rd</sup> Reading								Attend to answer questions

- Plan Commission 1<sup>st</sup> Monday of month 7:00 PM
- City Council 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of Month 5:30 PM