



**REQUIRED MATERIALS**

The filing deadline for the Planning and Zoning Commission consideration is fourteen (14) days prior to the regular meeting date.

Place a check mark on the line to indicate inclusion of the item with the application submittal.

\_\_\_\_\_ The fee of \$100

\_\_\_\_\_ 20 copies of the completed "Official Application Form"

\_\_\_\_\_ 20 copies of a legal description of the entire property to be rezoned. If more than one zoning district is involved in the rezoning, separate legal descriptions should be prepared for each proposed district, as well as for the overall property.

\_\_\_\_\_ 20 copies of a site plan and application

\_\_\_\_\_ 20 copies of all other material submitted in conjunction with the application including a conditional use permit application, traffic studies, etc.

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Applicant: \_\_\_\_\_

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

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

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Applicant agent (if any): \_\_\_\_\_

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

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

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Other: \_\_\_\_\_

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

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

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Other: \_\_\_\_\_

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

Telephone No.: ( ) \_\_\_\_\_ Fax No.: ( ) \_\_\_\_\_

I, \_\_\_\_\_ (owner, agent), certify I have a legal interest in this property sufficient to represent the current property owner in seeking a rezoning, and that I represent the current owner in seeking this rezoning and that to the best of my knowledge, the documents submitted representing this application are correct and accurate.

Date: \_\_\_\_\_

Please note: Applications will not be accepted in the following instances:

1. The request does not comply with all the requirements of this application and any related regulations of the City.
2. An application was previously approved or denied for the same property within the three month period immediately preceding this application. This requirement can be waived if substantial new facts warrant reapplication.

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### **REZONING/TEXT AMENDMENT TIME FLOW CHART**

#### **APPLIES TO ANY REZONING OR ZONING TEXT ISSUE**

<u>FILING DEADLINE</u>	Last Wednesday of month #1
<u>PRESENTATION TO PLANNING COMMISSION</u>	2nd Wednesday of month #2
<u>SITE PLAN REVIEW BY P&amp;Z SUB-COMMITTEE</u>	Last Wednesday of month #2
<u>FINAL VOTE BY P &amp; Z</u>	2nd Wednesday of month #3*
<u>PUBLIC HEARING AT BOARD OF ALDERMEN</u>	3rd Monday of month #3**
<u>ACTION ON ENABLING LEGISLATION</u>	3rd Monday of month #3***

\* Customarily, P & Z will vote at this meeting. However, the law does not require them to reach a decision until 70 days after the petition has been referred to them. If they have not made a recommendation at the end of 70 days, their inaction is deemed to be a vote in favor of the petition.

\*\* All proposed rezonings and text amendments require a Public Hearing. Notice of Public Hearings must be given at least 15 days in advance of the hearing. If it seems the P & Z will reach a decision at the prior meeting, a Public Hearing will be scheduled in advance of the P & Z vote. If there is doubt as to a vote by the P & Z, the hearing will not be scheduled until after the P & Z vote. This normally means the petition will be delayed for no more than 30 days until the same date in the next month.

\*\*\* This is the normal time flow. However, the Board does not have to have a bill prepared until after they have received the input of the public at the Public Hearing. If they choose to get the input of the public before the bill is prepared, hence addressing public concerns within the provisions of the bill, it may delay presentation of the bill until their next meeting. The Board does not have to read a bill more than once at any meeting. Hence, on a slow track the Public Hearing and bill vote process could take as long as 4 meetings of the Board of Aldermen.