



REQUEST TO AMEND ZONING MAP

1. Material to be submitted with the application:
 - A. If the property to be rezoned is occupied by an existing structure(s), one copy of a detailed site development plat at a scale of not less than 40 feet to the inch showing the following is required:
 1. Lot lines with dimensions
 2. Location of structure(s) within lot
 3. Size and use of structure(s) including number of dwellings units in multi-family structure(s).
 4. Required setbacks
 5. Utility rights-of-way and easements
 6. Storm water drainage
 7. On-site parking areas, loading and unloading berths (if applicable)
 - i. Number and size of parking spaces
 - ii. Lighting of parking areas
 8. Curb cuts and driveways
 9. Pedestrian ways
 10. Open spaces, where applicable
 11. Size and design of exterior signs
 12. Architectural design of building(s)
 - B. If property is vacant or raw land, one copy of a generalized plot plan showing the following is required:
 1. Dimensions of the areas and legal description thereof
 2. Location of streets and ingress and egress to the property
 3. General features or concept of the development
 - C. Submit the necessary legal documents and provide proof of ownership, including a copy of the Warranty Deed or Certificate of Title.
 - D. A copy of deed restrictions, existing or proposed, or a statement from the Title Company certifying that deed restrictions do not exist.
 - E. A copy of the City Tax Certificate for each parcel described in the rezoning application. Delinquent taxes must be paid in full before application is considered.
 - F. After application is accepted, any outstanding fees become due and are non-refundable.
2. Applications will be accepted on a first come first served basis and the Planning and Zoning Commission reserves the right to limit the amount of zoning cases heard each month.
3. Dismissal for want of Prosecution- If an applicant fails to appear or be represented at the time their case is being heard, the Commission can, at their discretion, postpone or hear the case with or without the applicants being represented. The applicant's case shall be automatically dismissed for want of prosecution. Failure to receive the notice by certified mail will not excuse failure to appear.
4. Fill out the accompanying form.



PLANNING AND ZONING DEPARTMENT

Request for Rezoning

1. Name: _____

Address: _____ Phone: _____

Representative: _____

Address: _____ Phone: _____

2. Property Location: _____

Legal Description: _____

If legal description is not available, a metes and bounds description will be required.

Area (Sq. ft. or Acreage)	Current Zoning	Current Land Use
_____	_____	_____
Proposed Zoning	_____	Proposed Land Use

3. All owners of record must sign document.

Each item on this form must be completed and all exhibits must be submitted before this request can be scheduled for a public hearing.

- Rezoning per parcel/tract: Less than one acre - \$650.00
- 1 to 10 acres - \$750.00
- 10.1 to 30 acres- \$950.00
- 30.1 to 50 acres- \$1,150.00
- 50.1 to 75 acres- \$1,400.00
- 75.1 or more - \$1,650.00

ALL FEES ARE NONREFUNDABLE

Rezoning Process

