



## **PROCEDURE FOR INITIATION OF A ZONING AMENDMENT**

**The Planning Commission meeting is held the 2<sup>nd</sup> Wednesday of each month in the first floor conference room of the Administration Building. All completed applications are to be submitted to the City Building Department no later than 11:00 A.M. the last Wednesday of each month prior to the meeting date. A **\$150.00** application fee must also accompany the application.**

1. The application shall be in letterform addressed to the Secretary of the Planning Commission, signed and notarized by the legal owner of the property. Five (5) copies of the application must be submitted to the Planning Department. Information contained in the application must include the following provisions:
  - A description of statement of the present and proposed provisions of this zoning code or the proposed change of the district boundaries of the zoning map;
  - A description by map or text of the property to be affected by the proposed change or amendment;
  - A statement giving the names and addresses of the owners of all property within 200 feet of any part of the property to be changed.
2. The Building Department shall review the application for matters pertaining to drainage, water and sewer requirements, and such other matters with which the Engineering Department would be concerned and then submit the application to the Secretary of the Planning Commission.

Revised August18