

Request For Zoning Admendment

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Date: _____	Admendment Request Number - _____
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(DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY)

Date set for Hearing: _____, 20__

Perm. Parcel No.: _____

Noticed Published On: _____, 20__

Fee Paid: \$ _____

Newspaper: _____

Receipt No. _____

Date: _____, 20__

Recommendation of Plan Commission:

Action by Corporate Authorities:

Denied

Denied

Approved

Approved

Approved with modifications by Board

Approved with modifications by Board

Ordinances No. _____

Date: _____, 20__

Date: _____, 20__

Instructions to Applicant: To request a change in either the zoning map or text, this application for a zoning amendment must be completed and a public hearing held. If the applicant is requesting that his property be rezoned, a site plan must be included with the application showing the information listed on the attached sheet. Normally there are only two (2) primary reasons for a change in zoning: (1) the original zoning was in error; (2) the character of the area has changed to such an extent as to warrant rezoning. The burden of providing substantiating evidence rests with the applicant.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least fifteen (15) days before the hearing and the publication cost must be paid by the applicant prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least ten (10) days prior to the hearing date. The applicant or his duly authorized agent must appear at the hearing and present his case to the Board of Appeals. All information requested below must be provided before a hearing will be scheduled. Applicants are encouraged to visit the Office of the Zoning Administrator for any assistance needed in completing this application.

1. Name of Applicant(s): _____ Phone: (____) _____
Address: _____
(Street) (City) (Zip Code)

2. Property interest of applicant:
 Owner Contract Purchaser Lessee Other: _____

3. Name of Owner(s) (if other than applicant): _____
Phone: (____) _____ Address: _____
(Street) (City) (Zip Code)
(Attach additional sheets if necessary)

4. An amendment to the Zoning Code is requested as follows:
A. Amendment To Text: It is requested that Section _____ of the Zoning Code be amended as follows:

Reason for amendment: _____

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B. Amendment To Map: It is requested that the property described below and shown on the attached site plan be rezoned from _____ to _____.

Address of property: _____
(Street) (City) (Zip Code)

Legal Description of property (lot, block and subdivision or metes and bounds):

(attach additional sheets if necessary)

Present use of property: _____

Proposed use of property: _____

Reason for amendment: _____

Flood Plain: Yes No

5. **Names of Adjacent Property Owners:** Following are the names of owners of all property adjacent to the subject property, including those directly across the street and present use of their property:

<u>NAME</u>	<u>ADDRESS</u>	<u>PRESENT USE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. "I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry into or upon the premises described in this application by any authorized official for the purpose of inspecting or of posting, maintaining and removing such notices as may be required by law."

Date: _____, 20__ Signature of Applicant: _____

Date: _____, 20__ Signature of Owner(s): _____

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SITE PLAN

A site plan must be attached or drawn on the attached graph paper at a scale large enough for clarity showing the following information:

- A. Location and dimensions of lot, buildings, driveways, and off-street parking spaces.
- B. Distance between: Building and front, side, and rear lot lines; Principal building and accessory buildings; Principal building and accessory buildings on adjacent lots.
- C. Location of signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the Zoning Administrator and applicable sections of the Zoning Code.

SCALE: 1" = _____

