**Data Form for Rezoning Application**

**Instructions to applicant:** Please submit this form to the address above. Upon review of the request, staff will be in touch with the listed contact person regarding the official application form/process.

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| --- | --- |
| Date: |  |
| \*Applicant Name:  |  |
| Applicant Address: |  |
| Applicant Phone: |  |
| Contact Person:  |  |
| Contact Person Phone: |  |
| Email  |  |
| \*Property Owner: |  |
| Owner Phone: |  |
| Parcel Number(s): |  |
| Property Address: |  |
| Property Location by Street and Direction: |  |
| Legal Description: |  |
| Acreage: |  |
| Current Zoning: |  |
| Requested Zoning: |  |
| Proposed Use: |  |
| Notes: |  |

\*If Applicant is different than the Property Owner, then an Agent Statement Form is required.

**For Office Use Only**

|  |  |
| --- | --- |
| Petition Number  |  |
| Approval Jurisdiction  |  |
| Hearing Date  |  |
| Fee Amount |  |
| Fee Paid |  |
| Reviewed By |  |

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REZONING PROCESS

* Finalize application, pay filing fees, and arrange for notice of the hearing as instructed by staff.
* Attend the public hearing at the Plan Commission meeting. Within 10 days, an Ordinance describing the Plan Commission recommendation will be delivered to Council/Commissioners for their consideration.
* Within 90 days of receiving the Ordinance, the rezoning request will be reviewed at either a Council meeting or a Commissioner meeting (depending on the jurisdictional location). If the Council/Commissioners do not hear the case within 90 days of receiving the Ordinance, then the Plan Commission recommendation becomes the final decision.
* If approved, Zoning Maps will be amended to reflect the ruling. There is a 30 day appeal period following the Council/Commissioner meeting.