

**THE FOLLOWING INFORMATION MUST BE SHOWN ON ALL  
PLATS TO BE SUBMITTED FOR REZONING**

1. Name, Address, and signature of property owners
2. Name and address of all adjoining property owners
3. Name and address of Designer, Engineer or Licensed Surveyor, including seal
4. Property Lines
5. Dimensions
6. Right-Of-Way
7. Existing Easements
8. Street Names
9. Present Zoning of property
10. Present Zoning of adjacent property
11. Date
12. North arrow
13. Graphic Scale
14. Total Acreage
15. Site Location Map
16. Proposed or Requested Zoning
17. Surveyor's Certificate
18. Ownership Certificate
19. Notary Certificate

**ALL THE FOLLOWING MUST BE SUBMITTED FOR A REZONING TO BE CONSIDERED.**

The completed petition must be presented to the Planning Commission Recording Secretary at least ten (10) business days prior to the Planning Commission meeting which it is to be considered. 12 noon is the deadline.

Six (6) black and white or blue line copies of the plat. The sheet size for the plat shall be a minimum of eighteen inches (18") by twenty-four inches (24") and not larger than twenty-four inches (24") by thirty-six inches (36").

The complete legal description, and adjacent property owners names and mailing addresses must be submitted on a computer disk (also printed out on a separate sheet of paper).

There is a \$100.00 filing fee, which must be paid when the petition is submitted.

There is a \$5.00 plus current postal rate, per adjacent property owner fee for sending out the certified letters which must be paid when the petition is submitted.

There is a \$15.00 per fee Rezoning sign, which the pink receipt must be turned in when the petition is submitted.

\* The Planning Commission meets on the second and fourth Tuesday of each month.

**PETITION FOR REZONE**

**(PLEASE PRINT OR TYPE INFORMATION CLEARLY)**

**NAMES OF PROPERTY OWNERS OF LAND TO BE REZONED:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_

**ADDRESS OF PROPERTY OWNERS OF LAND TO BE REZONED:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_

**TELEPHONE NUMBER OF ALL PROPERTY OWNERS:**

- 1.) ( \_\_\_\_\_ ) \_\_\_\_\_
- 2.) ( \_\_\_\_\_ ) \_\_\_\_\_

**SPECIFIC LOCATION AND ADDRESS OF PROPERTY TO BE REZONED:**

\_\_\_\_\_  
\_\_\_\_\_

**SIZE (ACRES) OF PROPERTY TO BE REZONED:**

\_\_\_\_\_

**CURRENT ZONING CLASSIFICATION OF PROPERTY TO BE REZONED:**

\_\_\_\_\_

**REQUESTED ZONING OF PROPERTY TO BE REZONED:**

\_\_\_\_\_

**PRESENT ZONING CLASSIFICATION OF ADJACENT PROPERTY:**

\_\_\_\_\_

**PROPOSED USE OF PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE OF OWNERS OF PROPERTY TO BE REZONED:**

- 1.) \_\_\_\_\_
- 2.) \_\_\_\_\_

(DO NOT WRITE BELOW THIS LINE)

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**FEES:**

\$100.00 filing fee = \$ \_\_\_\_\_

\$5.00 + current postal rate x \_\_\_\_\_ = \$ \_\_\_\_\_ (Adjacent Property Owners - Certified Letters)

Total Amount Due = \$ \_\_\_\_\_

CASH \_\_\_\_\_

CHECK \_\_\_\_\_

COLLECTED BY: \_\_\_\_\_