

**REZONING APPLICATION FORM**

REZONING PERMIT NUMBER \_\_\_\_\_

- I. LOCATION \_\_\_\_\_  
COUNCIL DISTRICT \_\_\_\_\_  
MAPNUMBER \_\_\_\_\_  
PARCEL NUMBER \_\_\_\_\_
- II. PRESENT ZONING \_\_\_\_\_ REQUESTED ZONING \_\_\_\_\_
- III. ACREAGE \_\_\_\_\_ PROPOSED USE \_\_\_\_\_
- IV. OWNER ON RECORD \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_

The following information must be supplied by the applicant. (attach additional pages if needed)

- V. ANALYSIS:
  - 1. A description of all existing uses and zoning of nearby property \_\_\_\_\_  
\_\_\_\_\_
  - 2. A description of the extent to which the property value of the subject property is diminished by the existing zoning district classification \_\_\_\_\_  
\_\_\_\_\_
  - 3. The existing value of the property contained in the petition for rezoning under the existing zoning classification \_\_\_\_\_  
\_\_\_\_\_
  - 4. The value of the property contained in the application for rezoning under the proposed zoning classification \_\_\_\_\_  
\_\_\_\_\_
  - 5. A description of the suitability of the subject property under the existing zoning classification \_\_\_\_\_  
\_\_\_\_\_
  - 6. A description of the suitability of the subject property under the proposed zoning classification of the property \_\_\_\_\_  
\_\_\_\_\_

7. A description of any existing use of property including a description of all structures presently occupying the property \_\_\_\_\_  
\_\_\_\_\_
8. The length of time the property has been vacant or unused as currently zoned \_\_\_\_\_  
\_\_\_\_\_
9. A detailed description of all efforts taken by the property owner(s) to use the property or sell the Property under the existing zoning classification \_\_\_\_\_  
\_\_\_\_\_

Applications found to be incomplete or incorrect will be rejected. See the attached calendar for deadline dates. It is the responsibility of the applicant and not the staff to ensure that a complete and accurate application is submitted.

**LEGAL DESCRIPTION OF PROPERTY**

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Wherefore, applicant prays that the procedures incident to the presentation of this petition be taken, and the property be rezoned accordingly.

Owner of property (signature) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Attorney/Agent (signature) \_\_\_\_\_  
Address \_\_\_\_\_  
Phone Number \_\_\_\_\_

Personally appeared before me the above applicant named \_\_\_\_\_ who on oath says that he/she is the \_\_\_\_\_ for the foregoing, and that all the above statements are true to the best of his/her knowledge.

\_\_\_\_\_ (Notary Public) \_\_\_\_\_ (Date)

My Commission Expires \_\_\_\_\_

What method of sewage disposal is planned for the subject property?

\_\_\_\_\_ Sanitary Sewer

\_\_\_\_\_ Septic Tank

**Code Enforcement Officer's Acceptance (Comments)**

**CHECK LIST - APPLICATION MATERIAL**

(Copies needed as specified)

The following check list is in reference to application material requesting a zoning change from \_\_\_\_\_ to \_\_\_\_\_ located at \_\_\_\_\_, containing \_\_\_\_\_ acre(s), property owner being \_\_\_\_\_ filed on \_\_\_\_\_

- \_\_\_ Application Fee (\$100.00 Application Fee Single Family Rezoning)  
(\$300.00 Application Fee Multi Family Rezoning)  
(\$200.00 Application Fee Commercial Rezoning)
  - \_\_\_ The completed application form (One copy with original signatures)
  - \_\_\_ Special conditions made part of the rezoning request (One)
  - \_\_\_ Legal Description (One)
  - \_\_\_ Survey plat of property showing bearings and distances and: (One)
    - \_\_\_ abutting property owners
    - \_\_\_ the zoning of abutting property
    - \_\_\_ the current zoning of the subject property
  - \_\_\_ Development Plan (Two full size and One 11x17)
  - \_\_\_ Site Plan of property at an appropriate scale showing: (One)
    - \_\_\_ the proposed use
    - \_\_\_ internal circulation and parking
    - \_\_\_ landscaping
    - \_\_\_ grading
    - \_\_\_ lighting
    - \_\_\_ drainage
    - \_\_\_ amenities
    - \_\_\_ buildings
    - \_\_\_ buffers
    - \_\_\_ Additional information may be required by the Code Enforcement Officer.
- 
- \_\_\_ Monroe Utilities Network Availability Letter (One)
- 

Application Material-Section 15.5 of the Zoning Ordinance outlines the specific items to be included on the site plan.

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For any application for P, B-1, B-2, B-3 or M-1 districts the site plan shall identify: (circle the appropriate district applied for)

- the maximum gross square footage of building area
- the maximum lot coverage of building area
- the minimum square footage of landscaped area
- the maximum height of any structure
- the minimum square footage of parking and drive areas
- the proposed number of parking spaces

For any application for the R-1, R-1A, R-2 or R-3 districts the site plan shall additionally identify: (circle the appropriate district applied for)

- the maximum number of residential dwelling units
- the minimum square footage of heated floor area for any residential dwelling unit
- the maximum height of any structure
- the minimum square footage of landscaped area
- the maximum lot coverage of building area
- the proposed number of parking spaces
- on all rezoning applications a revised site plan to be approved at a later date by the Mayor and City Council may be required
- yes no Applicant site plan indicates a variance requested

Any applicant requesting consideration of a variance to any provision of the zoning ordinance as shown on the required site plan shall identify the variance(s) and identify for each variance shown the following information which shall confirm that the following condition(s) exist:

1. Any information which identifies that there are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape or topography that are not applicable to other lands or structures in the same district.
2. Any information whereby a literal interpretation of the provisions of this Ordinance would deprive the applicant of rights commonly enjoyed by other properties of the district in which the property is located.
3. Any information supporting that granting the variance requested will not confer upon the property of the applicant any special privileges that are denied to other properties of the district in which the applicants property is located.
4. Information clearly showing that the requested variance will be in harmony with the purpose and intent of this Ordinance and will not be injurious to the neighborhood or to the general welfare.
5. Information that the special circumstances are not the result of the actions of the applicant.
6. A description of how the variance requested is the minimum variance that will make possible the legal use of the land, building, or structure in the use district proposed.
7. Information indicating the variance is not a request to permit a use of land, buildings, or structures, which are not permitted by right in the district involved.

