



Application for Zoning Change Request

Chapter 405

Date: _____

Project # ZC: _____

Applicant Information

Owner Information

Name _____

Address _____

Phone _____

Email: _____

Site Information

Address: _____

Proposed Use: _____

Project Name: _____

Prior Use: _____

Current Zoning: _____

Proposed Zoning: _____

REQUIRED DOCUMENTATION

This application is required by City Zoning Regulation Chapter 405 ZONING REGULATIONS and is not considered accepted until all required documentation is submitted and required fees paid. The "Zoning Process Check List" is provided to serve as a guide.

We, the undersigned, do respectfully request that the property herein described be rezoned per this application.

Applicant Signature

Date

Print Applicant Name

CITY STAFF USE ONLY

Accepted by: _____ Date: _____

ZONING CHANGE APPROVAL PROCESS - 405

This information is to be used as a guide and is not intended to amend or supersede any corresponding City, State, or Federal Ordinances/Laws. Additional information may be required by the City to properly process the applicant's request.

May be submitted by any individual, corporation, or agency, Planning & Zoning Commission, Board of Aldermen, or any department or agency of the City.

Applications received by the first day of the month may appear on the Planning & Zoning meeting agenda for the following month in order to meet the public hearing requirements. Completed applications will be added to the agenda(s) in the order they are received. Due to the required time frame for public hearing requirements, **zoning change requests** approved at P&Z meetings may appear on the Board of Aldermen meeting on the third Tuesday of the following month if all required revisions/documentation is received by the deadline for that meeting. *The City reserves the right to table any application due to the need for additional research time. Failure to provide all documentation could cause application to be deemed by City staff as "not received".*

The following steps are required in the approval process:

1. Applicant submission of completed application and required documentation and fees.

Filing fee \$125

Plan Review fee \$100

Publication Deposit \$200 (balance refunded or collected when process completed)

Three full size (11" X 17" minimum) drawings required with application.

Names and addresses of legal owners of adjacent properties within 300 feet of proposed site required with application "public hearing" notifications will be completed by City.

2. Application processing

Application reviewed by City staff for completeness. Applicants will be notified of any additional requirement. Applicant must provide (3) copies of drawings (11" X 17" minimum size) along with any additional documentation required.

3. Planning & Zoning Commission Meeting

1st Thursday of the month, 6:00 p.m. at the City of Warrenton Annex Building. It is strongly recommended that an applicant or representative is present at the meeting.

4. Planning & Zoning results

Applicant will receive formal written notice of P&Z outcome. Any revisions or additional information required must be received by the specified deadline in order for the application to be included on the Board of Aldermen agenda. Applicant must provide (3) copies of drawings (11" X 17" minimum size) reflecting any required revisions by the specified deadline for the Board of Aldermen meeting.

5. Board of Aldermen Meeting

3rd Tuesday of the Month, 6:00 p.m. at the City of Warrenton Annex Building. It is strongly recommended that an applicant or representative is present at the meeting. Ordinance may appear on the agenda for approval at the same meeting.

Zoning Change Checklist

(Section 405)

Project Name: _____

Project Number: _____

Applicant's Name: _____

Filing Fees: \$125

Plan Review Fee: \$100

Publication Deposit: \$200

The following must be submitted in order for your application to be accepted:

Needed	Received	
<input type="checkbox"/>	<input type="checkbox"/>	Legal Description of proposed site
<input type="checkbox"/>	<input type="checkbox"/>	Location of Site (address)
<input type="checkbox"/>	<input type="checkbox"/>	Plat Map
<input type="checkbox"/>	<input type="checkbox"/>	Parcel Number
<input type="checkbox"/>	<input type="checkbox"/>	List of Names and addresses of adjacent property owners within 300 feet of property to be re-zoned
<input type="checkbox"/>	<input type="checkbox"/>	Present Use of Property
<input type="checkbox"/>	<input type="checkbox"/>	Other: