

APPLICATION FOR ZONING CHANGE

DATE: _____

PROPERTY OWNER(S):

NAME

ADDRESS

PHONE #

APPLICANT:(If other than owner) _____

ADDRESS & PHONE # _____

LOCATION OF PROPERTY: _____

PRESENT ZONING: _____ DESIRED ZONING _____

The above listed persons are owner(s) of record of all of the land area for which a change in zoning classification is requested. I/We have received a copy of "Statement of Ownership".

SIGNATURE: _____ DATE: _____

_____ DATE: _____ DATE: _____

REASON FOR REQUESTING CHANGE _____

DATES OF PUBLIC HEARING NOTICES: _____ / _____ / _____

P/Z COMMISSION RECOMMENDATION: _____

COUNCIL APPROVAL OR DENIAL: _____

**ZONING REQUEST
SUBMITTAL REQUIREMENTS**

(Submittal Deadline is 1st Monday of each month by 4:30 pm)
(Planning and Zoning meets 1st Monday of each month at 6:30 pm at City Hall)

- 1) \$150.00 (check or cash)
- 2) Application must be completed. Complete information on property must be included.
- 3) Ten (10) copies of map required. No larger than 11" x 17".
- 4) Statement of Ownership. Every owner must sign. Document must be notarized. Must have raised seal or Notary Stamp which includes name and notary number.
- 5) If property is owned by a company, LLC, etc. the following must be submitted:
 - a) A statement of ownership from each owner (or)
 - b) A Notarized document giving power of attorney to one owner to sign on the behalf of the remaining owners.
- 6) IF ALL OF THE ABOVE ARE NOT MET THE APPLICATION WILL BE REJECTED AND NEW DEADLINES FOR THE FOLLOWING MONTH WILL APPLY. NO EXCEPTIONS!

OUTLINE OF APPLICATION PROCEDURE

- 1) Once application has been accepted the following will occur.
 - a) Public Notice issued to the Plainsman.
 - b) A sign will be posted on the property notifying local landowners of change request.
 - c) A Public Hearing will be held at the Planning and Zoning meeting which is held the 1st Monday of each month. Once approved or rejected the item will then be placed On the City of Zachary Council Agenda for the meeting of the 4th Tuesday of each month. A Public Hearing will be held at the Council Meeting also.

Note: If applying for Alcohol Zoning you must also make application with the City of Zachary ABC Board at 654-1934.