



## APPLICATION FOR REZONING

Date Received Stamp

Zoning Stamp

**Location of Proposed Work or Improvement:**

Permit No. \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Interest in Property (owner, agent, etc.): \_\_\_\_\_

**Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Required Materials:**

- ☐ Seventeen (17) folded sets of plans (required details on next page)
- ☐ Check establishing \$3000 review escrow (shall be replenished to \$3000 any time reduced to \$500)
- ☐ \$1000 application fee

By signing below, applicant attests that all information on and included with this application is true and correct to the best of their knowledge. Applicant also agrees to abide by all rules and regulations as related to their rezoning request and understands that failure to do so may result in denial of their application.

**Town Use Only**

App. Fee Amount: \_\_\_\_\_

App. Fee Check #: \_\_\_\_\_

App. Fee Date Paid: \_\_\_\_\_

Escrow Amount: \_\_\_\_\_

Escrow Check #: \_\_\_\_\_

Escrow Date Paid: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Property Owner

## REZONING PROCESS & REQUIREMENTS

All applications for rezoning must be submitted at least thirty (30) days prior to the Planning Commission meeting during which they will be heard. The submitted application must be turned in along with seventeen (17) folded sets of plans (location, plot, and concept), a check for \$3000 to establish a review escrow, and a check for the \$1000 application fee.

The submitted concept plans must include the following details:

- ☐ Current zoning and name of property owner
- ☐ Current zoning and name and address of owners of all abutting properties (including those directly across the street)
- ☐ Legal description of the property (courses and distances)
- ☐ Existing improvements on the property
- ☐ Type and location of existing easements
- ☐ Location of all buildings within 100 feet of the property
- ☐ Any other information specifically requested by the Town to aid in reviewing the rezoning request

**Applications will not be accepted or considered until all required materials are received by the Town.**

Rezoning requests are first heard by the Town Planning Commission, held on the first Tuesday of each month at 7:00 PM unless otherwise specified. Once the rezoning request has been scheduled with the Planning Commission a representative for the request is required to attend the meeting on the specified date to answer any questions. After receiving recommendation by the Planning Commission, the request will be forwarded to Town Council for final approval. A representative must also attend the Council meeting during which the request will be heard.