



APPLICATION FOR CHANGE IN ZONING CLASSIFICATION

Rezoning issues are presented to Planning Commission for recommendation and to the City Council for final approval. Completed applications along with necessary documentation **MUST** be received in the City Building Department's Office. A date and time of hearing before the Planning Commission will be set. A Notice of Hearing must be published in the Wellington Daily News twenty (20) days prior to the hearing date in accordance with State Statute. The Planning Commission meets on the 4th Tuesday of each month. After a fourteen (14) day protest period following the closing of the public hearing before the Planning Commission, the Planning Commission recommendation will be presented to the City Council and the Council will approve, deny or sent the request back to the Planning Commission for further discussion.

INSTRUCTIONS

1. All applicants for a change in zoning classification should consult the city zoning official prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his/her rights and responsibilities in the filing of a zoning change application.
2. The application form shall be completed with the information requested or the notation *N/A* (Not Applicable).
3. The applicant shall provide, at the time of the application, a current abstractor's certificate listing the names and addresses of owners of all property within a 200-foot radius (subject property is inside city limits),

or 1000-foot radius (subject property is outside city limits), and includes the property for which the zone change is requested.

4. The application shall be signed by the property owner or his/her duly authorized agent.
5. A fee as established by the City Zoning Ordinance shall be paid at the time of filing an application. (All rezoning applications = \$100.00
Planned Unit Development- PUD, and MP-Mobile Home Park = \$200.00).
6. Applications along with the required ownership list and fee shall be filled in the Office of the city building department.
7. Requests for a change in zoning district classification, except for Planned Unit Developments, shall not include reference to proposed uses. A statement to the effect of "to better utilize the subject property" is acceptable on Question No. IV on the last page of the application. Similarly, presentations before the Planning Commission and Governing Body should not be predicated upon any specific use, but on the zoning district requested.

APPLICATION FOR CHANGE OF ZONING CLASSIFICATION

This is an application for change of zoning classification. The form must be completed and filed in the Office of City Building Department in accordance with the directions on the accompanying instruction sheet.

AN INCOMPLETE APPLICATION CANNOT AND WILL NOT BE ACCEPTED

I Name of applicant or applicants (owner(s) and/or their agent or agents). All owners of all property requested to be rezoned must be listed in this form.

A) Applicant/Owner _____
Address _____ Phone# _____
Email _____
Agent _____
Address _____ Phone# _____
Email _____

B) Applicant/Owner _____
Address _____ Phone# _____
Email _____
Agent _____
Address _____ Phone# _____
Email _____

C) Applicant/Owner _____
Address _____ Phone# _____
Email _____
Agent _____
Address _____ Phone# _____
Email _____

(Use separate sheet if necessary for names of additional owners/applicants)

II The applicant hereby requests a change of zone from _____ zoning district to _____ zoning district for property legally described as Lot(s) _____, Block(s) _____ of the _____ Addition.

MEETS AND BOUNDS DESCRIPTIONS shall be provided in the space below or an attached sheet:

III This property is located at (address): _____

The general location is (use appropriate section):

A) At the _____ (NW, NE, SW, or SE) corner of _____ (Street) and _____ (street) or,

B) On the _____ (N, S, E, W) side of _____ (Avenue) (Street) between _____ (Avenue) _____ (Street) and _____ (Avenue) _____ (Street).

IV. I request this change of zoning for the following reason(s):
(Do not include references to proposed uses).

V. I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realize that this application cannot be processed unless it is completely filled in; is accompanied by an ownership list as required and explained in the instruction sheet; and is accompanied by the appropriate fee.

(Owner or Authorized Agent)

(Owner or Authorized Agent)

VI. **OFFICE USE ONLY**

*This application was received at the City Building Department at _____ (AM/PM).
on _____ (Day, Month, Year). It has been checked and found
to be complete and accompanied by required documents and the appropriate fee of \$_____.*

Attested by _____
(Name & Title)

(rev. 1/5/2017)