

**CITY OF NORTON
NOTICE OF REQUEST FOR A ZONING AMENDMENT
PLANNING COMMISSION**

1. Property Owner:
Name: _____ Phone: _____
Address: _____
2. Agent or Attorney (if applicable):
Name: _____ Phone: _____
Address: _____
3. Preparer of sketch plat or map:
Name: _____ Phone: _____
Address: _____
4. Location of property to be rezoned: _____
5. Area of tract: _____ acres. Are there any buildings on the property to be rezoned? _____
6. This Application is hereby made to amend the Zoning Ordinance by reclassifying property presently zoned _____ to a new classification of _____.
7. This request to reclassify property is for the following purpose(s):

8. Checklist of minimum required items to accompany application:
- | | |
|---|---|
| A. Names and mailing addresses of contiguous property owners and those directly across the street;
(Office supplied) | <input type="checkbox"/> confirmed <input type="checkbox"/> |
| B. Copy of deed or legal description of property to be rezoned; | <input type="checkbox"/> confirmed <input type="checkbox"/> |
| C. Sketch plat or map depicting area being rezoned and showing current zoning;
(Consult with the Director of Planning & Community Development, and Building &
Zoning Inspector) | <input type="checkbox"/> confirmed <input type="checkbox"/> |
| D. If applicant is not owner, original notarized agent's letter; & | <input type="checkbox"/> confirmed <input type="checkbox"/> |
| E. Other _____. | <input type="checkbox"/> confirmed <input type="checkbox"/> |
9. I hereby certify that all statements contained in my supporting data transmitted herewith are true and accurate to the best of my knowledge.
- Applicant's Signature and Date: _____

FOR OFFICE USE ONLY:

Application No.: _____ Date Filed: _____ Check Amount: _____ Check No.: _____ Receipt No.: _____
Date of Planning Commission Meeting to hear the application: _____

REZONING FEE \$450
{Ord. 22-2002, Eff. 5/9/02}

CITY OF NORTON

INSTRUCTIONS FOR A ZONING AMENDMENT APPLICATION

1. Name of owner(s) shown on deed(s), mailing address and daytime phone.
2. Name of person(s) and/or company representing the owner(s), mailing address and daytime phone.
3. Name, address and daytime phone number for individual that prepared the sketch plat.
4. Proper street address for requested classification, list parcel number(s).
5. Amount of acreage to be rezoned. List any existing structures located on the property to be rezoned.
6. Current zoning classification and the requested classification.
7. The general reason for the zoning request.
8. Checklist:
 - A. Office supplies this information.
 - B. The applicant shall submit a copy of deed(s) or legal description(s) of the property to be rezoned.
 - C. The application shall submit a site plan showing the property being rezoned and the current zoning of the same. (Contact the Planning Department and Building Department.)
 - D. Applicant shall submit an original notarized agent's letter stating that the owner(s) are allowing the person(s) and/or company on #2 to represent them in the rezoning application. The agent's letter must be signed by all named on the deed(s) as owner(s) and notarized by a notary public. The owner(s) needs to write a statement allowing the representative to speak for them at the meeting, it has to be notarized and signed by all named on the deed. The original is to be submitted with the application.
 - E. Any other required information, if applicable.
8. Signature(s) of owner(s) named in deed(s) or signature of above mentioned agent, and date signed.

NOTICE TO APPLICANTS:

In order to expedite the processing of your request, the Commission suggests you come to the public meeting well prepared to present the case for your application. This may include visual props depicting future plans for the property to be rezoned so that the Commission can clearly understand your intentions. In most cases, verbal descriptions are not adequate and require a reconvening of the public meeting at a later date for presentation of the necessary materials.

(Submission of said materials will in no way insure an approval, but will help the Commission to understand your intentions and their impact on the surrounding area.)

A check in the amount of \$450, made payable to the City of Norton. Items 8 A-E constitute the minimum acceptable submission and any application not accompanied by these items shall be returned to the applicant as incomplete.

****PLEASE NOTE, APPLICANT SHALL SUBMIT THE ORIGINAL APPLICATION AND SIXTEEN (16) COPIES THEREOF FOR PROCESSING, ALONG WITH THE APPROPRIATE FEE.***