

ATTACHMENTS:

1. Site plan sketch or survey showing the following information:
 - _____ Property boundary lines with dimensions and north arrow
 - _____ Existing driveway entrance(s) from labeled public roadway
 - _____ Existing building(s), parking lot, sidewalk(s)
 - _____ Proposed building(s), parking lot, sidewalk(s), dumpster, signs
 - _____ Dimensions to property lines for proposed construction

2. Supplemental information as available or applicable, such as:
 - _____ Floor plan/ elevations of proposed building(s)
 - _____ Discussion of existing and proposed use of site/ buildings
 - _____ Photographs

CHECKLIST:

1. Completed application with attachments.
2. \$ 100 application fee.
3. Photograph of notification sign at roadway (sign supplied by the City, installed by applicant).
4. Proof of notification of adjacent/ across the street owners at least 2 days before public hearing.
5. Representation at Planning Commission meeting and subsequent Board of Mayor and Aldermen meeting.
6. Letter of representation authorization from owner if applicant is not the owner.

PROCESS:

1. The Planning Commission normally meets on the fourth Monday of each month at 5 pm at City Hall. The completed application must be received at least 18 days prior to the meeting to allow public hearing advertisement in The Daily Corinthian newspaper.
2. The Planning Commission shall conduct the public hearing, discuss the application and make a recommendation to the Board of Mayor and Aldermen.
3. The recommendation shall be presented at the next available Board of Mayor and Aldermen meeting for discussion and approval/ denial of the request to rezone the property, along with conditions determined by the Board of Mayor and Aldermen.
4. If approved, the rezoning request shall be granted, along with conditions, to run with the land.
5. The rezoning shall never expire.
6. Proposed buildings and signs must be reviewed and approved by the City Building Inspection Department prior to issuance of building permits.

END, rezoning, page 2