



## **CHANGE IN ZONING TEXT APPLICATION INSTRUCTIONS**

**APPLICATION FORM** – The application form must be fully completed, signed by the property owner and shall be properly notarized. Additional information may be provided on a separate sheet.

**AGENT AUTHORIZATION FORM** – If the applicant is not the property owner, a completed and notarized Agent Authorization Form must be provided.

**ADJACENT PROPERTY OWNERS LIST** – Please provide the names, addresses, and parcel numbers of all property owners within 200 feet of the property in question, along with a corresponding map showing these parcels. This information may be obtained on the internet at [www.mcrealestate.org](http://www.mcrealestate.org).

**SUBMITTAL REQUIREMENTS** – The applicant shall submit 12 copies of all information required in Section 154.08.01, as well as any other information which supports the application.

**ZONING REQUIREMENTS** – The application must meet the requirements of Sections 154.08.01 and 154.05.05(C) of the Zoning Code, which is available online at [www.westcarrollton.org](http://www.westcarrollton.org) or at the Planning and Building Department.

**FEES** - All fees are listed in the attached fee schedule.

**APPLICATION DEADLINES** – All applications must be filed by the “Filing Deadline” provided in the attached Schedule of Meetings. If the application is determined to be complete, it will be scheduled and the public hearing will be advertised by the “Notice Deadline,” if required.

**FAST TRACK APPROVAL OPTION** - Applicants may request that the City Council public hearing required for their proposal be scheduled and advertised for the earliest possible date which meets public notice requirements after the Planning Commission public hearing. Such a request must be made on the Fast Track Approval Option Form provided by the City, signed and notarized by the property owner or his/her agent. The form will indicate that the applicant shall be responsible for the cost of re-advertising the City Council hearing, if the application is delayed for any reason by the Planning Commission.

**INFORMATION** - For information contact the Planning & Building Department at 859-5783.



Case No. \_\_\_\_\_  
Dated Filed \_\_\_\_\_

*Please use ink*

**PLANNING COMMISSION**  
**APPLICATION FOR A CHANGE IN ZONING TEXT**

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

1. Section of Zoning Code proposed to be amended: \_\_\_\_\_

2. Action Requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Reason for Request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Per Section 154.05.05 of the Zoning Code, the City Council may approve Zoning text changes may only be granted if one or more of the following findings can be made. Please respond to the conditions listed below indicating the manner in which your application satisfies each. Please be specific.

a. The change is in conformance with the comprehensive plan of the city;

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b. There has been a substantial and significant change in area conditions;

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c. There is a need for additional land in the zoning district classification being requested for a change;

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d. There is an error in the Zoning Code.

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5. Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Please attach any supportive information necessary to fully present your request.

I, \_\_\_\_\_, have been duly sworn, solemnly swear that all information shown on the application and attachments is in all respects, true and correct to the best of my knowledge and belief.

\_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
year of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

ADJACENT PROPERTY OWNERS LIST

Please list the names and addresses of all property owners **within 200 feet** of the property in question. The number below must correspond to the map which you will submit as part of your application.

<u>NAMES</u>	<u>ADDRESS</u>	<u>CITY, STATE, ZIP</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____