

CITY OF ROCKVILLE

REQUEST TO CHANGE ZONING DISTRICT

The information on this form must be typed or printed legibly. State law requires that a public hearing must be held to rezone property. The applicant **must** attend the public hearing to discuss the request, which will be held before the Planning Commission. The Planning Commission shall make a report to the City Council upon any application for rezoning and shall recommend to the City Council (³/₄ vote required) whatever action it deems advisable. The City Council meeting at which zoning issues will be considered on the 1st or 3rd Wednesday of each month at 7:00 p.m.; the Planning Commission meetings are held the Tuesday immediately preceding that City Council meeting.

Owner's Name: _____ Applicant's Name: _____
 Property Address _____ Daytime phone: _____
 Present Zone: _____ Requested Zone: _____

The Applicant must provide a legal description (From the deed) for the property. The City will not be responsible for utilizing an incorrect legal description. This information is required to make sure that maps are properly updated, and that the project that follows the rezoning conforms to the Zoning Ordinance. Please write the legal description here; if it is lengthy, you may attach on a separate sheet (in this case write "See attached sheet").

Do not check the boxes on this form; this section must be completed by the Zoning Administrator. The Zoning Administrator will check "yes" if the applicant has met that specific requirement or there is an unusual reason that the requirement does not apply (in which case the reason must be noted in the space provided).

- | YES | NO | # | Item | | | | | | | | | | | | |
|--------------------------|-------------------------------|--------------------|--|-------------------|-----------------------------|-------------|------------|---------------|--------------------|--------------------|-------------------------------|-----------|-----------|-------------------|---------------|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. | Fee Paid. The Applicant must submit payment for the rezoning application fee of \$200.00 prior to processing this application. Once the notice has been sent to the <i>Cold Spring Record</i> , the fee is non-refundable. | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. | Site Plan. A site plan of the <i>proposed</i> use of the property <i>after</i> the property has been rezoned must be submitted with this application. The site plan must be neatly drawn to scale ; grid paper is available at City Hall if needed. Be sure to draw, label and show dimensions for: <table style="width: 100%; border: none;"> <tr> <td>___ All Buildings</td> <td>___ North Directional Arrow</td> <td>___ Streets</td> </tr> <tr> <td>___ Alleys</td> <td>___ Sidewalks</td> <td>___ Property Lines</td> </tr> <tr> <td>___ Lot Dimensions</td> <td>___ Driveways & all Curb Cuts</td> <td>___ Decks</td> </tr> <tr> <td>___ Wells</td> <td>___ Utility Sheds</td> <td>___ Easements</td> </tr> </table> | ___ All Buildings | ___ North Directional Arrow | ___ Streets | ___ Alleys | ___ Sidewalks | ___ Property Lines | ___ Lot Dimensions | ___ Driveways & all Curb Cuts | ___ Decks | ___ Wells | ___ Utility Sheds | ___ Easements |
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| ___ Wells | ___ Utility Sheds | ___ Easements | | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. | Floodplain or Shoreland District. The Zoning Ordinance requires that staff shall determine whether or not the property is located within either the Floodplain or Shoreland District. If so, there are likely additional restrictions that apply. Indicate below whether the property lies within either of these districts after you've consulted with City staff. If so, a copy of the notice of public hearing must be sent to the Commissioner of Natural Resources. <p>___ Yes ___ No Is the property located within a Floodplain District?</p> <p>___ Yes ___ No Is the property located within a Shoreland District?</p> | | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. | Legal description. The applicant must provide an electronic copy of an accurate legal description to the Zoning Administrator. This should be accomplished by E-mailing the legal description in Microsoft Word format to rweber@rockvillecity.org | | | | | | | | | | | | |

