

# 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 ( $\frac{3}{4}$  vote required) whatever action it deems advisable. The Planning Commission meeting is held the 1<sup>st</sup> Tuesday of each month at 6:00 p.m. The City Council meetings at which zoning issues will be considered are held on the 2<sup>nd</sup> Wednesday of each month at 6:00 p.m.

**Owner's Name:** \_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Presently Zoned:** \_\_\_\_\_ **Requested Zoning:** \_\_\_\_\_

The Applicant must provide a legal description (from abstract/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*").

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**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Do not check the boxes below** (this section listed below 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**

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 *Cold Spring Record*, the fee is non-refundable.

2. **Site Plan.** A site plan of the *proposed* use of the property *after* 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:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> All Buildings  | <input type="checkbox"/> North Directional Arrow   | <input type="checkbox"/> Streets        |
| <input type="checkbox"/> Alleys         | <input type="checkbox"/> Sidewalks                 | <input type="checkbox"/> Property Lines |
| <input type="checkbox"/> Lot Dimensions | <input type="checkbox"/> Driveways & All Curb Cuts | <input type="checkbox"/> Decks          |
| <input type="checkbox"/> Wells          | <input type="checkbox"/> Utility Sheds             | <input type="checkbox"/> Easements      |

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.

- Yes     No    Is the property located within a Floodplain District?  
 Yes     No    Is the property located within a Shoreland District?

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 [mbode@rockvillecity.org](mailto:mbode@rockvillecity.org)

5. **Hearing Date.** The date of the Public Hearing will generally be scheduled for the Planning Commission meeting nearest the date that the application is submitted if possible. That date may be impacted by other factors, however. The applicant should be notified of the *probable* date of the hearing at the time that the application is submitted.

\_\_\_\_\_ Public Hearing and Planning Commission meeting date.  
 \_\_\_\_\_ City Council meeting date (<sup>3</sup>/<sub>4</sub> vote required).

6. **Narrative.** The applicant must provide a written explanation of the purpose for requesting the rezoning. The narrative should explain **in detail** what action will be taken with the property once the property has been rezoned. Be sure to include arguments why approving the request is a good idea for the *community*. Please write the narrative here; if it is lengthy, you may attach on a separate sheet (in this case write "See attached sheet").

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Staff use only.**

Planning Commission Decision: \_\_\_\_\_ Date: \_\_\_\_\_

City Council Decision: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_