

CITY OF MONROE

PROCEDURE AND REQUEST FOR A CHANGE OF ZONING

Read these instructions and follow them carefully.

FAILURE TO DO SO WILL RESULT IN UNNECESSARY DELAYS.

It is to **YOUR** benefit to make sure you have complied fully with our requirements.

The Zoning Administrator upon receipt of a complete application of any petition for an amendment to the Zoning Ordinance or Official Zoning Map, shall have the Planning Board Secretary put the request on the next Plan Commission agenda.

I (We), do hereby request _____

(NAME AND ADDRESS OF OWNER)

that the land legally described as: _____

be rezoned from _____ District to _____ District.

The land will be utilized for: _____

Reason justifying the petition: _____

ATTACH: A Plot Plan with a scale of not greater than 1" = 200' showing area proposed to be rezoned.

Location and classification of adjacent zoned districts.

Names and addresses of all property owners within 200' of subject proposed area for which you are requesting a zoning change.

DATE: _____ SIGNED _____

The Plan Commission shall review above material and make a recommendation to the Council (granted as requested, modified, or denied).

A Public Hearing will be held by the Council upon recommendation of the Plan Commission.

The Plan Commission meets on the second Wednesday of each month at 5:00 p.m., in the Council Room of City Hall, 1110-18th Ave. Petitions shall be in the Zoning Administrator's office seven (7) days prior to the Plan Commission meeting.