

## REZONING AMENDMENTS PROCEDURES

### 4.1 APPLICATIONS:

A. Every petitioner for a rezoning amendment shall complete an application supplied by the Plan Director.

B. The Director may require the petitioner to submit any additional information the Director deems relevant for consideration by the Commission, including written proof that the petitioner is the agent of the owner or owners of the property if the petitioner is not the sole property owner.

### 4.2 FILING REQUIREMENTS:

Every petition to rezone property must be filed with the Plan Director **no later than thirty (30) days prior** to its consideration by the Commission.

### 4.3 NOTICE REQUIREMENTS:

A. All persons with a legal interest in the property to be rezoned and all owners of real estate within a **300 feet perimeter** of the property seeking a zoning change are interested parties.

B. Adequate notice is provided under these rules if:

1. Petitioner obtains a list of all owners of real estate within the **300 feet perimeter** along with their (property owner) addresses obtained from the Madison County Auditor's office.

2. At least ten (10) days prior to the meeting date but no more than thirty (30) days, send each of the above listed property owners, by certified mail, the notice of public hearing supplied by the Planning Department. The white receipts. A list of property owner's names and addresses and a signed affidavit must be filed with the Planning Department.