



CITY OF MONROE

REZONE APPLICATION

REZONE LOCATION & DESCRIPTION

Address (or street location): _____

_____ Parcel Acreage/Square Feet: _____

Parcel #(s): _____ Council Districts: (1 – 6) _____ & (7 or 8) _____

Existing Zoning: _____ Proposed Zoning: _____

Existing Use: _____

Proposed Use: _____

PROPERTY OWNER & APPLICANT INFORMATION

Property Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

Applicant (if not Property Owner): _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

REZONE INFORMATION

Describe the current zoning of the subject property and abutting properties. Describe all existing uses on abutting properties (1521.4.b.3): _____

Provide a statement explaining the intent for the requested zoning change, the proposed use, and any special or unusual parts of the rezoning request (1521.4.b.4): _____

REZONE INFORMATION CONT.

Describe the suitability for development under the existing zoning vs. the proposed zoning. Describe all existing uses and structures (1521.4.b.5): _____

Describe the duration of vacancy or non-use if the property is vacant and unused at the time the application is submitted (1521.4.b.6): _____

Select all existing utilities available and/or describe proposed utilities (1521.4.b.11):

Water ☐ Sewer ☐ Electric ☐ Gas ☐ Telecom ☐ Private Well ☐ Septic Tank ☐

REQUIRED SUBMITTAL ITEMS

THE FOLLOWING ARE REQUIRED SUBMITTAL ITEMS:

- ☐ Completed Application
- ☐ Fee (see Fee Schedule)
- ☐ Typed Legal Description
- ☐ Deed
- ☐ Survey Plat
- ☐ Typed Detailed Description of the Request
- ☐ Proof of all property taxes paid in full
- ☐ Site Plan

SITE PLANS SHALL BE DRAWN TO SCALE AND INCLUDE THE FOLLOWING ITEMS (1521.4.b.7):

- ☐ Proposed Uses/Buildings
- ☐ Proposed Improvement Data
- ☐ Parking
- ☐ Traffic Circulation
- ☐ Landscaping/Buffers
- ☐ Stormwater/Detention Structures
- ☐ Amenities

FOR COMMERCIAL & INDUSTRIAL REZONING SITE PLANS, THE FOLLOWING SHALL ALSO BE INCLUDED WITH THE SITE PLAN ITEMS LISTED (1521.4.b.8):

- ☐ Max. Gross Sq. Footage of Structures
- ☐ Min. Sq. Footage of Landscaped Areas
- ☐ Max. Structure Height
- ☐ Min. Sq. Footage of Parking & Drives
- ☐ Proposed Number of Parking Spaces
- ☐ Required Buffers

FOR RESIDENTIAL REZONING SITE PLANS, THE FOLLOWING SHALL ALSO BE INCLUDED WITH THE SITE PLAN ITEMS LISTED (1521.4.b.9):

- ☐ Max. Number of Dwelling Units/Lots
- ☐ Maximum Structure Height
- ☐ Minimum Square Footage of Dwellings
- ☐ Minimum Lot Size
- ☐ Maximum Lot Coverage
- ☐ Maximum Structure Height
- ☐ Location of Amenities
- ☐ Required Buffers

PLANNED DISTRICT REZONES SHALL INCLUDE THE FOLLOWING IN ADDITION TO THE APPLICABLE REQUIRED APPLICATION DOCUMENTS (650.5):

- ☐ Pattern Book (Written Report) (650.5.a)
 - ☐ Pre-Application Review of Pattern Book by staff mandatory required to submit rezoning application
- ☐ Detailed Site Plans (650.5.b)
- ☐ Development Agreement (650.5.c)

OTHER ITEMS IDENTIFIED BY THE CODE ENFORCEMENT OFFICER DURING PRE-APPLICATION CONFERENCE (1521.4.b.11p):

- ☐ Other Items Required by Code Enforcement Officer

APPLICANT SIGNATURE & AFFADAVIT

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. APPLICANT HERBY AUTHORIZES THE CODE DEPARTMENT PERSONNEL TO ENTER UPON AND INSPECT THE PROPERTY FOR ALL PURPOSES ALLOWED AND REQUIRED BY THE ZONING ORDINANCE AND THE DEVELOPMENT REGULATIONS.

SIGNATURE: _____ **DATE:** _____

A PUBLIC NOTICE SIGN WILL BE PLACED ON THE SUBJECT PROPERTY PRIOR TO THE PUBLIC HEARING BY THE CODE DEPARTMENT. THE PUBLIC NOTICE SIGN MUST REMAIN ON THE SUBJECT PROPERTY UNTIL AFTER THE CITY COUNCIL MEETING DECIDES THE MATTER. THE CODE DEPARTMENT WILL REMOVE THE SIGN AFTER THE PUBLIC HEARING.

PROPERTY OWNER'S AUTHORIZATION SIGNATURE, IF NOT THE APPLICANT

SIGNATURE: _____ **DATE:** _____

NOTARY PUBLIC: _____ SWORN TO AND SUBSCRIBED BEFORE THIS

_____ DAY OF _____, 20_____ NOTARY SIGNATURE: _____

DATE: _____ SEAL:

Note: It is the responsibility of the applicant and not the staff to ensure a complete application with all required materials are submitted. Applications and submittals found to be incomplete and incorrect will be rejected. Each applicant is responsible for compliance with the Disclosure of Campaign Contributions and/or Gifts outlined in Section 1550 of the Zoning Ordinance.