



PUBLIC HEARING GUIDE SHEET

Petitioner's Guide

ITEMS TO BE SUBMITTED TO THE BUILDING COMMISSIONER'S OFFICE:

A: 60 DAYS PRIOR to Public Hearing Date:

1. 2 Architectural site plans and 1 PDF submitted for review.
 - A. As described in Zoning Ordinance 4.06, C, 2
 - B. Article 7 – Off street parking and loading requirements
2. Completed, signed and paid application.

B. 20 DAYS PRIOR to Public Hearing Date:

1. Full legal description of property,
 - a. Realty description and
 - b. Meets & bounds description (see samples attached).
2. Pre-paid \$1000.00 deposit. Applicant will be given itemized statement.

C. 20 DAYS PRIOR to Public Hearing Date:

1. Applicant will be responsible for notifying by mail all property owners within the city limits whose property lies within 300 lineal feet of any point of that which has been requested to be rezoned, including of those property owners across street right-of-way and railroad right-of-way via U.S. Mail, certified, return receipt.
2. Submit list of said property owners to Building Commissioner's office with proof of certified mailings and postal receipts

D. 5 BUSINESS DAYS PRIOR to Public Hearing Date:

1. Must submit **16 copies** of all site plans and other required information for the Public Hearing to the Building Commissioner's office by **12 noon**.

E. PUBLIC HEARING DATE:

1. Attend public hearing on the specified date and present proposal.
2. Public hearings held by Planning and Zoning Commission (P&Z) will have a question and answer format after presentation and public input.

F. AFTER PUBLIC HEARING DATE:

1. If approved at the P&Z meeting, the Public Hearing will also be heard at the following Board of Aldermen meeting. Date to be announced at hearing.

*** P&Z approval does not guarantee site plan approval, building permits or F.E.M.A permits issued