

REQUEST FOR PLANNING COMMISSION ACTION

Applicant Information

Name _____

Address _____

Telephone _____

Address of property that is the subject of this application (if not the same as above):

The following questions must be answered in fill. All requested information must be provided before a planning commission meeting will be scheduled.

1. Are you the owner of subject property: Yes () No ()

If no, provide owner's name _____

Owner's address _____

2. Describe in detail your request (Use reverse side of this form if more space is needed):

3. Provide a list of all adjacent property owners:

Name	Address
_____	_____
_____	_____
_____	_____

4. Attach a drawing of property, indicating shape and dimensions of lot and structures,, both existing and proposed (If applicable)

5. Explain any hardship that will be imposed on you if your request is not granted

6. Have you ever presented this or a similar request to the Planning Commission? Yes () No ()

Signature of applicant _____ Date _____

Signature of owner _____ Date _____

*NOTE: A non-refundable application fee of \$75.00 must be submitted with, this request.

GUIDELINES FOR PREPARING INFORMATION FOR
PRESENTATION TO
PLANNING COMMISSION

APPLICANT MUST PREPARE AND SUBMIT THE FOLLOWING:

- 1.) REQUEST FOR PLANNING COMMISSION ACTION FORM.
- 2.) A VICINITY MAP AT A SCALE APPROVED BY THE CODE ENFORCEMENT OFFICER SHOWING PROPERTY LINES, STREETS, EXISTING AND PROPOSED ZONING AND SUCH OTHER ITEMS AS THE CODE ENFORCEMENT OFFICER MAY REQUIRE.
- 3.) THE LOCATION OF THE SUBJECT PROPERTY, THE LOT NUMBER OR A METES AND BOUNDS DESCRIPTION OF THE SUBJECT-TRACT AND THE PRESENT AND PROPOSED ZONING DISTRICT.
- 4.) A PLAT LAYOUT, DRAWN TO SCALE, SHOWING THE ACTUAL SHAPE AND DIMENSIONS OF THE LOT(S) OR PARCEL(S) TO BE RECORDED AND ALL LOTS AND PARCELS WITHIN 200 FEET THEREOF AND SHOWING THE BUILDINGS, USES AND ZONING CLASSIFICATIONS FOR EACH.
- 5.) PRESENT AND PROPOSED USES AT THE LOCATION.
- 6.) A LIST OF ALL PROPERTY OWNERS WITHIN, CONTIGUOUS TO AND DIRECTLY ACROSS THE STREET FROM THE PARCEL(S) PROPOSED TO BE REDEFINED/REZONED AND A LIST OF OTHER PERSONS THAT MAY HAVE A SUBSTANTIAL INTEREST IN THE MATTER
- 7.) THE PROPOSED AMENDMENT TO THE TEXT, IF APPLICABLE
- 8.) A STATEMENT AS TO HOW THE PROPOSED AMENDMENT RELATES TO THE COMMUNITY DEVELOPMENT POLICIES OF THE VILLAGE, AND
- 9.) A SPECIFIC REASON JUSTIFYING THE APPLICATION FOR AN AMENDMENT, AS REQUIRED IN SECTION 1262.04.