

# Rezoning Petition—\$500

## PROCEDURE FOR REZONING PETITION:

The Petitioner files a Petition for Rezoning Application with the City Clerk along with the \$250 filing fee and required attachments.

The required attachments include: Plot drawn to a scale of one inch equals 100 feet showing the area proposed to be rezoned, its location dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area proposed to be rezoned. Also the names and addresses of owners of all properties lying within 200 feet of the area proposed to be rezoned. 13 copies of all attachments in 8½" x 11" or 11" x 17" are needed.

The Proposed Ordinance is then placed on the agenda for the next Common Council meeting following the submission of the completed petition and the fee. Common Council meetings are held the 1st and 3rd Tuesdays of each month.

The Proposed Ordinance appears on the Common Council agenda for its First Reading and referral to the Jefferson Plan Commission for their recommendation.

The Proposed Ordinance is then placed on the agenda for the next Plan Commission meeting. Plan Commission meetings are held on the 2nd and 4th Wednesdays of each month at 4:30 p.m.. The Plan Commission reviews the Rezoning Petition and makes their recommendation back to the Common Council.

The Proposed Ordinance is placed on the Common Council agenda for a Public Hearing. The Second Reading of the Proposed Ordinance will be read and acted upon following the Public Hearing and recommendation by the Plan Commission. The Notice of Public Hearing must be published as a Class 2 Notice according to State Statutes which requires two publications, once each week for consecutive weeks, the last of which shall be one week before the Public Hearing date. The timing of this publication will determine how soon it can be placed on the agenda for the following Common Council meeting. Property owners within 200 feet of the property in question are also notified by mail of the Public Hearing date

See Sections 300-85 through 300-89 of the Jefferson Municipal Code for more information.