

## REZONING REQUEST PROCEDURE

<b>PART A – PROCESSING</b>	
STEP 1:	Applicant must submit three (3) copies of the Application to the Clerk with the \$ _____ filing fee ten (10) days before the next Planning Commission meeting.
STEP 2:	The Clerk forwards one (1) copy to the Zoning Administrator and forwards one (1) copy to the Planning Commission.
STEP 3:	Planning Commission Regular Meeting <ol style="list-style-type: none"><li>1. At the regular meeting, the Planning Commission reviews pertinent recommendations regarding the rezoning request.</li><li>2. After discussion, the Planning Commission takes one of the following courses of action regarding the rezoning request:<ol style="list-style-type: none"><li>a. approval of the request</li><li>b. disapproval of the request</li><li>c. delays the request for further study</li></ol></li></ol>
<b>PART B – IF APPROVAL IS RECOMMENDED</b>	
If the request is considered as reasonable in light of the Community Master Plan for the community and meets any conditions felt necessary by the Planning Commission, then approval of the request is recommended to the governing body.	
<b>PART C – IF DISAPPROVAL IS RECOMMENDED</b>	
If the request is considered not to be reasonable as it relates to the Community Master Plan and existing surrounding development, then the Planning Commission would recommend to the governing body that the request be denied.	
<b>PART D – DELAYED FOR FURTHER STUDY</b>	
If it is the judgment of the Planning Commission that additional information is necessary before they can act on a rezoning request, they may delay the request until the additional information needed is obtained.	