

**CITY OF HOOVER  
ZONING AMENDMENT APPLICATION**

Case No. \_\_\_\_\_  
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The applicant shall submit a complete application, including any supplemental information and a non refundable application fee of **\$100** to the Secretary of the Planning Commission, at least 28 days prior to the meeting at which the Commission is to hear the zoning amendment.

If the applicant is not the owner of the subject property, the owner shall stipulate in a letter to the Commission, that the applicant is so authorized.

**OWNER/APPLICANT INFORMATION**

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

Address: \_\_\_\_\_

Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed Zoning \_\_\_\_\_

**EACH ZONING AMENDMENT APPLICATION SHALL BE ACCOMPANIED BY:**

1. **A non-refundable application fee of \$100**
2. **A vicinity map showing the exact location of the site in relation to the surrounding area and zoning of the site and adjacent property**
3. **A legal description of the property to be zoned**
4. **Fifteen copies of a site plan, folded to a dimension of eight and one-half by eleven inches, drawn to scale, showing:**
  - a. **All public rights-of-way**
  - b. **Location and dimensions of all existing and proposed buildings and structures on the site and adjacent sites**
  - c. **The nature and location of all existing and proposed facilities for the disposal of storm water drainage**
5. **Written statements indicating:**
  - a. **Reason for the rezoning request**
  - b. **Expected traffic volumes to be generated by the proposal**
  - c. **Availability of required utilities**
6. **Any supplemental information which will assist the City in reviewing the zoning amendment.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant

**APPLICATION WITHDRAWN**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner/Applicant

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**OFFICIAL USE ONLY  
PLANNING COMMISSION DISPOSITION**

<b>Date Filed</b>	<b>Date of Notice</b>	<b>Date of Hearing</b>
<b>Fee Paid</b>	<b>Receipt No.</b>	<b>Date Paid</b>
<p style="text-align: center;"><b>Decision of Planning Commission</b></p> <p style="text-align: center;">Approved: _____ Denied: _____</p>		
<p><b>List Conditions of Approval or Reasons for Denial:</b></p>          		

**§2.02 Zoning Amendments.**

§2.02.01 A proposed change of the zoning district boundaries or of the regulations as they pertain to a piece of property may be initiated by the City Council, the Planning Commission, or at the request of the owner or owners of the property to be rezoned or their authorized agents.

§2.02.02 *Petition.* When a rezoning request is made by a petition the following schedule shall be followed:

- A. The applicant shall submit a complete zoning amendment application to the City Clerk at least 28 days prior to the Planning Commission meeting at which the amendment is to be considered, containing as a minimum, the following information.
  - 1) A \$100.00 fee to defray the cost of processing the application.
  - 2) A map drawn to scale indicating: The dimensions and exact location of the site in relation to the vicinity in which it is located, location of all public rights-of-way, location of all existing and proposed sidewalks and pedestrian ways on the subject property and adjacent property, location and dimension of all existing and proposed buildings and structures on the site and adjacent sites and the nature and location of existing and proposed facilities for the disposal of storm water drainage.
  - 3) A written statement indicating:
    - a) Reason for the rezoning request.
    - b) Expected traffic volumes to be generated by the proposal.
    - c) Availability of required utilities.
    - d) Relationship of the proposed rezoning to the land use pattern of the vicinity.
    - e) Legal description of proposed rezoning site.
- B. A minimum of 14 days prior to the Planning Commission meeting at which a public hearing on the rezoning request is held, the city clerk shall mail notification to all persons included on the list of adjacent property owners. The notice shall state:
  - 1) Location of rezoning request (by mailing address and legal description);
  - 2) The nature of the rezoning request (indicating the current zoning of the site and the proposed rezoning classification); and
  - 3) The time, date and location of the Planning Commission meeting at which the rezoning request is to be reviewed.
- C. The Planning Commission shall schedule a hearing on the application at the first regularly scheduled meeting after compliance with notice provisions as set forth herein. An application shall not be continued more than three times at the request of the applicant.
- D. Upon receipt of a favorable recommendation from the Planning Commission, the City Clerk shall, in accordance with state law, schedule and advertise the proposed amendment for a

public hearing before the City Council. A proposed amendment shall not be continued more than three times at the request of the applicant.

- E. Upon receipt of a negative recommendation from the Planning Commission, the City Council review process must be initiated at the request of the applicant. A negative recommendation is when a majority of the Planning Commission members present do not vote in the affirmative for a motion to approve the request.
- F. When the City Council denies a rezoning request, the Planning Commission shall not reconsider the same request for a period of six months. Each time the City considers a zoning request, the \$100.00 administrative fee must be paid.

§2.02.03 *Initiation of zoning amendments by the City.* The Planning Commission and/or the City Council, may, in accordance with state law, initiate public hearings for the consideration of any proposed amendment to the provisions of this ordinance.