

Checklist for zone change

1. Submit Land Use Application form to the Zoning Department. Fee of \$ 300.00. Submit 2 weeks before the second Wednesday of the following month to get on that next month's agenda. Include a plat map showing the proposed boundary of the new area to be rezoned.
2. Zoning Administrator will put on next available planning commission agenda; usually next 2nd Wednesday of month.
3. Planning commission will set a date and time for the public hearing for the following month.
4. Planning Commission holds public hearing. At that public hearing, they can:
 - a. Vote on the application with a recommendation to the County Commissioners to approve or not approve the application.
 - b. Request additional information from the applicant or the zoning administrator and move the item to the next meeting when requested information is available.
5. Zoning administrator will forward the Planning Commissions recommendation to the County Commissioners.
6. The recommendation is placed on the Commissioners meeting agenda for the next meeting; usually held the 2nd and 4th Monday's of each month.
7. Commissioners will set a date and time for a public hearing on the application.
8. Commissioners hold a public hearing. At that meeting they can:
 - a. Vote on the application to approve or not approve the application.
 - b. Request additional information from the applicant or the zoning administrator and move the item to the next meeting when requested information is available.
9. If the application is approved, the Zoning Administrator will forward the new zone to the County's GIS staff to update zoning maps.