

2.10. Rezoning or amendments. 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.

2.11. [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 twenty-one (21) days prior to the planning and zoning commission meeting at which the amendment is to be considered, containing as a minimum, the following information. (Ord. No. 87-634, § 1, 7-6-87; Ord. No. 97-1605, § 1, 12-15-97)**
 - 1. A one hundred dollar (\$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 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 fourteen (14) days prior to the planning and zoning commission meeting at which the rezoning request is initially considered 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).**
 - 3. The time, date and location of the planning and zoning commission meeting at which the rezoning request is to be reviewed.**
- C. The planning and zoning 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 (3) times at the request of the applicant. (Ord. No. 91-1053, § 1, 9-16-91)**
- D. Upon receipt of a favorable recommendation from the planning and zoning commission, the city clerk shall, in accord 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 (3) times at the request of the applicant. (Ord. No. 91-1053, § 1, 9-16-91)**
- E. Upon receipt of a negative recommendation from the planning and zoning commission, the city council review process will be initiated at the request of the applicant.**

F. When the city council denies a rezoning request, the planning and zoning commission shall not reconsider the same request for a period of six (6) months. Each time the city considers a zoning request, the one hundred dollar (\$100.00) administrative fee must be paid.

2.12. *Initiation of zoning amendments by the city.* The planning and zoning 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.

2.20. *Special uses.*

A. Prior to the issuance of a building permit for a special use addressed in Article VIII of this ordinance:

1. The applicant shall submit all required information to the city clerk, a minimum of fifteen (15) days prior to a scheduled planning and zoning commission meeting.
2. The planning and zoning commission shall schedule a hearing on the application at the first regularly scheduled meeting after compliance with [the] above requirements. The planning and zoning commission shall render a decision on the application before or at the next regularly scheduled meeting unless additional information is required. If additional information is required, the planning and zoning commission shall have thirty (30) days from the date of submittal of this information to the city, in which to make a decision on the proposal.
3. Appeals from a decision of the planning and zoning commission denying a special use permit shall be brought before the city council within thirty (30) days after the rendering of the planning and zoning commission decision.

B. The cluster residential development is the only special use which [requires] city council approval prior to the issuance of a building permit. The decision of the planning and zoning commission with regard to review of a cluster residential development shall be a recommendation to the city council.

**CITY OF HOOVER
ZONING AMENDMENT APPLICATION**

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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 **21** 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**

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