



**HUNTINGTON**  
**WEST VIRGINIA**  
*An Exceptional City*

**Mayor's Office of Planning and Development**  
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## Rezoning Application Process

### ADD KEEBIE's CHART

#### **1363.04 APPLICATION PROCEDURES.**

##### **A. Amendment to the Zoning Map**

- 1) A request for rezoning of property shall be filed on prescribed forms with the Planning Department.
- 2) The Planning Department will conduct a formal review of the completed form, and, so much as is possible, the names and addresses of property owners and residents within a 400-foot radius of the petitioned property.
- 3) The Planning Department will publish a legal advertisement describing the request for rezoning in a local newspaper of general circulation at least 15-days prior to the scheduled public hearing before the Planning Commission. Notification will be sent to property owners and residents, to the extent that they can be identified, within 400-feet of the affected property no later than 15-days prior to the meeting.
- 4) The Planning Director shall require the petitioner to cause official notification to be posted in a prominent location on the property(s) not later than 14-days prior to the meeting.
- 5) The Planning Commission will hold a duly scheduled public hearing on the rezoning request, prepare a report, and make a recommendation to the City Council.
- 6) City Council will hear the case according to its rules and procedures.
- 7) If the request is approved by Council, the applicant shall receive approval and will be formally notified by mail by the Planning Department. The Planning Department shall amend the zoning map to reflect the approved rezoning.
- 8) If the request for rezoning is denied by Council, the applicant will be formally notified in writing by the Planning Department of the denial and the right to appeal the decision to the Circuit Court of Cabell County, or Wayne County, whichever therein the property resides.
- 9) Any person who feels aggrieved by an approval or denial of a rezoning request may appeal the decision to the Circuit Court of Cabell County, or Wayne County, whichever therein the property resides.