

PLANNING COMMISSION PROCESS

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| Commencement of Action | <ul style="list-style-type: none"> • Applications for Abandonment, Annexation, Variance to Subdivision Regulations, and Rezoning are sent to the Planning Commission • All applications must be submitted to the planner at least six weeks prior to the next Planning Commission meeting (<u>First Monday of the month</u>) |
| Notice and Service Process | <ul style="list-style-type: none"> • Notice of all hearings before the Commission will be published no later than Fifteen (15) days prior to the hearing as a Class I Legal Advertisement • The Planning Staff will provide notice to all property owners within a Four Hundred (400) foot radius no later than Fifteen (15) days before the hearing |
| Hearing | <ul style="list-style-type: none"> • Regularly scheduled hearings will commence on the <u>First Monday of the month at 5:30 p.m.</u> • The hearings shall be held in the City Council Chambers and it will be recorded and documented • It is the petitioner's responsibility to attend (or send a representative) to the scheduled meeting to present and to answer any questions regarding the request. |
| Decision | <ul style="list-style-type: none"> • The Commission will make either a favorable or unfavorable recommendation to City Council • The petition will then go before City Council for a first and second reading at their regularly scheduled times, which the petitioner may attend or send a representative to answer any questions. • After City Council has heard the request, the applicant will be formally notified of the decision |
| Filing Fees | <ul style="list-style-type: none"> • For each petition, a fee of One Hundred Fifty Dollars (\$150.00) shall be paid, the receipt of which shall accompany the petition. • <u>Fees for rezoning shall be the following:</u> <ul style="list-style-type: none"> • Single and Two Family \$175 • Multi-Family Residential \$250 • Commercial \$350 • Industrial \$350 |