



## REZONING REQUEST PROCEDURES

1. Application – 2 copies – 10 days prior to Planning Board Meeting.  
Send copy to each Planning Board Member.
2. Property to be rezoned – 1 copy for each Planning Board Member.
3. Fee.

Planning Board Reviews with Recommendations to the Board of Aldermen.  
Show date reviewed signed by the Planning Board Chairman.

Board of Aldermen – within 60 days from time received from Planning Board:

1. Set Public Hearing: Publish Notice once a week for two (2) weeks before public hearing. Not less than 11 days or more than 25 days from public hearing.
2. Sign on property adjacent to property under consideration for rezoning. 1 sign each 100' frontage. 15 days prior to public hearing.
3. Board of Aldermen approves – good for 1 year.

Same property cannot be submitted to Planning Board for consideration for rezoning within 12 months after denial unless major changes have been made to the request.