



Zoning Change Procedure

1. If a property owner wishes to make an application for a zoning change, request a “Change of Zoning Application” form from the City Secretary. Give this form and pay the \$100 per lot filing fee to the City Secretary. With the application, include all lot and block information and any other property information pertinent to the proposed rezoning.
2. The application will be placed on the next agenda of the Planning & Zoning Commission. Notice of hearing will be placed in the local paper at least 10 days prior to the date set for a hearing and mailed to all citizens with property within 200’ of the subject property under consideration, no less than 14 days prior to the date set for a hearing. P & Z Commission meets 4 times per year. When possible, meetings will be called early to accommodate the property owner’s needs.
3. P & Z Commission will hear from petitioner and adjacent property owners, and other parties with a bonafide interest in the rezoning petition. The P & Z Commission will decide based on the long-range city plan, input from adjacent property owners, and the best interest of the City of Emory. If the Commission votes in favor of the zoning change, this recommendation will be made to the City Council for a final vote. If the Council’s vote is “for”, the zoning change will be effective immediately. If the vote is “against”, there is no recourse other than that provided by state law (District Court).
4. If the P & Z refuses to hear the zoning change request or denies the change, the petitioner can appeal to the City Council by applying to the City Secretary to be put on the agenda for the next Council meeting to ask the council to overturn the P & Z Commission decision. The Council’s decision is final as far as the city process is concerned.
5. For additional information visit: Franklin Legal Publishing, powered by CTSz2



Change of Zoning Application

Name of party making request: _____

Mailing Address: _____

Location of Property involved in request:

Lot: _____ Block: _____ Addition: _____

Attach current city tax receipt with application:

Plat of parcel detailing size, location of utilities, placement and size of proposed structure, location, and size of other existing structures.

Nature of request: (Write request, setting forth type of zoning requested, in shortest most complete manner.

Use the back of sheet if additional space is required. Include all information pertinent to the request).

I understand that it is necessary for me to be present at the City of Emory Planning and Zoning Commission Public Hearing.

Signature of owner: _____

*All plats, etc., **must** be filed with the City Secretary at the time this application is filed, with all fees charged by the city paid. Notice will be sent regarding the hearing date.*

STAFF USE ONLY:

Fee / \$100 per lot: _____ Date Received: _____ Fee received: Y ___ N ___