



REZONING APPLICATION
Planning Department
 Ref. City Code Sec. 98-551 et seq.

Physical Street Address: _____

Legal Description/Tax Map No.: _____

Present Zoning: _____ **Comprehensive Plan Designation:** _____

Requesting Rezoning to: _____

Size (Area Dimensions if known): _____

Present Use: _____

Is Property Located in Flood Hazard Area according to local FEMA map? _____

Is Property Located Within the Enterprise Zone? _____

Described Reason for Requested Rezoning: (use separate sheet/letter if more space needed or to provide more detail, including proffer letter):

Owner of Record: _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # _____ E-mail _____

*** Applicant:** _____

Address _____ City _____ State _____ Zip _____

Daytime Phone (____) _____ Fax # _____ E-mail _____

* If Applicant is not the owner of record, the Power of Attorney form is required. (Form A-2)

Owner / Applicant Must Read and Sign

AFFIDAVIT: The undersigned __ property owner, or __ duly authorized agent/representative thereof [check one] certifies that this application and the foregoing answers, statements, and other information herewith submitted are in all respects true and correct to the best of their knowledge and belief, WITH THE UNDERSTANDING THAT ANY INCORRECT INFORMATION SUBMITTED MAY RESULT IN THE DELAY OR RESCHEDULING OF THE REQUIRED PUBLIC HEARING. I hereby authorize the City of Waynesboro to review this request, visit the site, and contact any appropriate design professional in relation to questions generated as a result of the review.

 Print Name

 Daytime phone number of contact

 Signature of Owner, Contract Purchaser, Agent

 Date

Office Use Only:
Fee Amount: \$ 350 **MS Receipt #** _____ **Date Rec'd** _____ **Application #** _____

PROCEDURE FOR FILING A REZONING APPLICATION

(City Code Sec. 98-551 et seq.)

DEADLINE FOR APPLICATION SUBMISSION IS THE FIRST THURSDAY OF THE MONTH FOR SUBSEQUENT PUBLIC HEARINGS OF THE PLANNING COMMISSION AND THE CITY COUNCIL. FEE: \$350.

A *Rezoning* is required any time the desired use of property, including buildings and structures, is not specifically allowed by the current zoning classification of the property. A request to rezone property in the City of Waynesboro, which involves amending the official city zoning map, requires submitting the attached application in order to schedule and advertise public hearings before the Planning Commission and the City Council. The application filing procedures are as follows:

I. Pre-application meeting

A pre-application meeting with a representative of the City Planning Department is suggested prior to application submittal. This meeting will provide basic information to the applicant on the city's rezoning process, including application filing, deadlines, and will help identify any problems that could adversely affect review and approval of the application.

II. Fee & information to accompany application

A filing fee of \$350 is required with application containing signature of the property owner or duly authorized agent. Applicant should include as much detailed information as possible, including maps and a plan of development. Staff may require additional information any time during the review process.

Proffering conditions in a rezoning: An applicant may voluntarily proffer (offer) certain reasonable conditions, including cash, real property, land use restrictions, and other conditions as a means of protecting the community and making the rezoning more desirable. Proffers must be received prior to the public hearing.

III. Submittal of application; scheduling of public hearing

The completed application and accompanying information must be submitted to the Planning Department along with a filing fee. Dates for the required public hearings will be determined; all adjoining property owners will be notified by mail and notice of the public hearing published for two consecutive weeks in the local newspaper.

IV. Council & Planning Commission review

A public hearing will be held by the Planning Commission who will make a recommendation on the application to the City Council. City Council will then hold a separate public hearing and will either introduce the ordinance for approval (first reading), table the matter pending receipt of additional information, or, if the ordinance is not introduced, the application is considered not approved/denied. If the ordinance is introduced, it will be adopted (second reading) at the Council's subsequent meeting. The ordinance takes effect 10 days after the second reading. Applicants must be present at the public hearings to answer questions and/or provide citizens and interested parties with any additional information that may be needed. (Note: City Council meetings are televised live on local Channel 14.)

Planning Commission regularly meets on Tuesday between the 2nd and 4th Monday of each month at 7:00 pm in the Council Chamber, 503 West Main Street. Council meets regularly on the 2nd and 4th Monday of each month, and their public hearings typically will fall on the 2nd Monday of each month.