

**CITY OF JEFFERSON**  
**Application for Zoning Change**

The undersigned property owners request the Planning and Zoning Commission and the City Council of the City of Jefferson to approve the zoning change requested below, and in support of this request the undersigned state and submit the following:

1. The names, addresses and telephone numbers of the applicants are:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. The street address of the property for which the zoning change is requested is:  
\_\_\_\_\_  
\_\_\_\_\_
3. The legal description of the property for which the zoning change is requested is as follows:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Attached to this Application is a plat, map or other diagram showing the area affected and the surrounding area within 200 feet, with the names of owners of adjoining property within 200 feet of the affected area shown on it.
5. Attached to this Application is a complete and accurate list showing the names and addresses of all owners of adjoining property within 200 feet of the affected area.
6. The current Zone District classification is: \_\_\_\_\_.  
The proposed Zone District classification is: \_\_\_\_\_.
7. The undersigned represent that they are the owners of fifty percent (50%) or more of the area of the property for which the zoning change is requested.

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## **City of Jefferson Zoning Change Application Process**

1. Submit completed Application for Zoning Change form to City Clerk. All supporting information described in the application must be completed by applicant.
2. Zoning change fee must be paid.
3. Copies of application (with attachments) should be provided to Building Official, City Engineer and City Attorney. The Building Official should review application for completeness.
4. The application should be referred to the Planning and Zoning Commission (“Commission”), and the Chairperson of the Commission, with the assistance of the Building Official, should schedule a meeting of the Commission to consider the application. Agenda and notice requirements of open meetings law must be complied with.
5. The Commission should decide whether to recommend: (i) for the requested change, (ii) for the requested change but subject to conditions, or (iii) against the requested change.
6. The Commission’s decision should be reported in its minutes and its recommendation forwarded to the Council.
7. A public hearing on the proposed change should be held by City Council for which notice should be published not less than seven (7) nor more than twenty (20) days prior to the hearing (Council motion not required to set hearing; City Clerk may schedule hearing and publish notice).
8. Notice of the public hearing and proposed change should be mailed to all property owners within 200 feet at least seven (7) days prior to the public hearing.
9. Public hearing and request for action should be placed on Council agenda.
10. If Council approves zoning change, an ordinance must be adopted to implement the change.