



APPLICATION FOR ZONE CHANGE

<p>STAFF USE</p> <p>File: ZON2019-_____</p> <p>P&Z Invoice:_____</p>
--

Owner or Applicant's Name: _____

Mailing Address: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____ E-mail: _____

Project Address: _____ Zone: _____

Legal Description (Attach if needed): _____

Description of Proposal: _____

Representative attending Planning and Zoning Board and City Council meetings: _____

Signature of Property Owner: _____
Signature *Date*

Application Procedures:

- LETTER: Submit a letter to the Council and Planning and Zoning Board requesting a zone change. Describe your request in detail, including your justification for why the rezone should be granted.
- NEIGHBORING PROPERTY MAP: Submit a map and list of property owners for all land within 140' of the perimeter of the subject property (not incl. R/W). Community Development staff can assist in preparing the map and list.
- NOTICE TO NEIGHBORING PROPERTIES: Using the attached template, send notice of the public hearing via certified mail to those on the neighboring property owner list. We recommend that you enclose copies of the letter to the Council, and perhaps a map. **The letter must be approved by the Community Development Department before mailing.**
- PROOF OF NOTIFICATION: Submit the certified mail receipts (green slips).
- LEGAL NOTICE: Submit legal notice of the public hearing to the Cody Enterprise. The notice must be published no less than 15 days prior to the public hearing. Use the attached template and provide proof of publication. **The legal notice must be approved by the Community Development Department before submitting to the newspaper.** The publication fee is the applicant's responsibility.
- PROOF OF OWNERSHIP: Provide a current title report for the subject property, or a copy of the current property deed showing the applicant as owner.
- APPLICATION FEE: Provide the application fee. Applicants are encouraged to arrange a pre-submittal meeting with the planning department to ensure a complete submittal. Re-submittal of any application may result in time delays and additional fees.

The zone change request will be considered by the Planning and Zoning Board, which will make a recommendation to City Council. The Council will consider the recommendation and an Ordinance to make the zone change effective. The ordinance will have three public readings at three separate Council meetings.

Please be aware that neighboring property owners do not need to be in agreement with the zone change; however, it makes the process much easier. See Wyoming Statute §15-1-603.

2019 REZONE SCHEDULE

Two Meetings Per Month 2 nd and 4 th Tuesdays, 12:00 p.m. City Hall Council Chambers	Application Submittal Deadline	Submit Legal Notice to Cody Enterprise Newspaper Before 10 a.m. on:	Newspaper Publication Date	Send Letter to Neighbors within 140' at least 15 Days Before Public Hearing, prefer 21 days.	P&Z Board Meeting
1st Meeting in January 2018	12/12	12/17	12/20	12/21	1/8
2nd Meeting in January	12/26	12/31	1/3	1/4	1/22
1st Meeting in February	1/16	1/21	1/24	1/25	2/12
2nd Meeting in February	1/30	2/4	2/7	2/8	2/26
1st Meeting in March	2/13	2/15	2/21	2/22	3/12
2nd Meeting in March	2/27	3/4	3/7	3/8	3/26
1st Meeting in April	3/13	3/18	3/21	3/22	4/9
2nd Meeting in April	3/27	4/1	4/4	4/5	4/23
1st Meeting in May	4/17	4/22	4/25	4/26	5/14
2nd Meeting in May	5/1	5/6	5/9	5/10	5/28
1st Meeting in June	5/15	5/20	5/23	5/24	6/11
2nd Meeting in June	5/29	6/3	6/6	6/7	6/25
1st Meeting in July	6/12	6/17	6/20	6/21	7/9
2nd Meeting in July	6/26	6/27	7/2	7/5	7/23
1st Meeting in August	7/17	7/22	7/25	7/26	8/13
2nd Meeting in August	7/31	8/5	8/8	8/9	8/27
1st Meeting in September	8/14	8/19	8/22	8/23	9/10
2nd Meeting in September	8/28	8/30	9/5	9/6	9/24
1st Meeting in October	9/11	9/16	9/19	9/20	10/8
2nd Meeting in October	9/25	9/30	10/3	10/4	10/22
1st Meeting in November	10/16	10/21	10/24	10/25	11/12
2nd Meeting in November	10/30	11/4	11/7	11/8	11/26
1st Meeting in December	11/13	11/18	11/21	11/22	12/10
2nd Meeting in December	NO MEETING (CHRISTMAS EVE)				
1st Meeting in January	12/18	12/23	12/26	12/27	1/14

Letter to Neighboring Properties within 140 Feet

Please return this letter by: _____

Date: _____

RE: **ZONE CHANGE REQUEST**

Applicant Name(s): _____ Phone #: _____

Address/Location & Legal Description: _____

Description of Request: *(e.g. Rezone 1.5 acres at from R-2 to Limited Business in order to construct an office building.)* _____

A Public Hearing will be held before the Planning and Zoning Board at their regularly scheduled meeting on Tuesday, _____, 2019 at 12:00 p.m. (noon) in the City Hall Council Chambers at 1338 Rumsey Avenue, Cody, WY.

Letter from Neighboring Properties

Dear Board Members:

I am familiar with the proposal by _____ to rezone the property noted to (name of zone).

I have NO OBJECTION to the zone change.

Name: _____ Address: _____

Comments: _____

I OBJECT to the zone change:

Name: _____ Address: _____

Reason for Objection: _____

If you would like to receive a copy of the Planning and Zoning Board agenda materials for this request, please provide your email address: E-mail address: _____

Please return to:

City of Cody
Attention: Community Development Department
PO Box 2200
Cody, WY 82414

NEWSPAPER NOTICE TEMPLATE

PUBLIC HEARING NOTICE

The City of Cody Planning & Zoning Board will hold a public hearing on _____, 2019 at 12:00 p.m. or as soon thereafter as practical at 1338 Rumsey Avenue, in Cody City Council Chambers to consider a request from _____ for the rezoning of _____

(Address, Legal Description, and name of zone)

Information regarding the requested rezone is available from the Community Development Department in City Hall or by calling 307-527-3472. Written comments shall be directed to the City Planner, P.O. Box 2200, Cody, WY 82414 and must be received prior to the date and time of the public hearing.