

## **PROCEDURES FOR ZONING PETITIONS**

### **PETITION FOR CHANGE**

The Petitioner for zoning change, special use, and/or variance shall present a Petition, in writing, upon forms furnished and available at the office of the City Clerk, together with the filing fee of fifty Dollars (\$50.00). The Petitioner shall, in addition to the filing fee, deposit with the City Clerk the sum of Two Hundred Dollars (\$200.00) deposit. The balance, if any after said legal fees are paid, shall be refunded to the Petitioner. Furthermore, the Petitioner shall have published an official Notice of Public Hearing in the local newspaper not more than thirty (30) days or less than fifteen (15) days before the meeting of the Zoning Board at which the petition is to be heard. The regular Zoning Board meeting are held the 2<sup>nd</sup> Tuesday of each month. If someone wants to call a special meeting they can do so, but it will cost an additional three hundred fifty dollars (\$350) (fifty dollars (\$50.00) for each board member). The special meeting will be held fifteen (15) days from the date of the publication of Notice of Public Hearing in the local newspaper.

### **NOTIFICATION TO OTHERS**

The petitioner, for zoning change, special use, and/or variance shall notify, in writing, all property owners whose property directly abuts the petitioner's property named in the petition. Proof of such notification must be obtained by the petitioner either by signature of all applicable property owners on a notice of petition, or by notice of petition sent to all applicable property owners by certified mail at the last known address(es) of such owners. Forms are available at the office of the City Clerk.

### **PUBLIC HEARING**

The Zoning Board of Appeals shall hold a public hearing within fifteen (15) to thirty (30) days following the publication of official notice in the newspaper. The petitioner may be represented by counsel during the public hearing. Information and facts may be presented at the public hearing by the petitioner as he deems necessary. Any interested party may appear and testify during the public hearing, either in person or by duly authorized agent or attorney. The Zoning Board shall consider the advice of the review agencies, listen to the petitioner, hear any public statements, and consider its own counsel. The Zoning Board shall forward its findings to the Flora City Council. All zoning changes, special use permits, and variances shall be finally determined, and either granted by ordinance or denied, by the City Council.