

PROCESS FOR FILING REZONING PETITIONS
 For a Planned Development District
 General/Specific Development Plan Process
AFTER THE DEADLINE

STEP 1	<p>You MUST obtain approval from Council Member or Waiver from the Mayor.</p> <ul style="list-style-type: none"> • You must contact the council member of the district in which subject premise is located. If you are unable to reach said council member, you must obtain a written waiver by the Mayor. • Personally contact those property owners required to be provided notice of the application no later than the publication date. • A notarized affidavit must be submitted regarding Step 1 with the application.
STEP 2	<p>The following steps must be followed as if filing by the deadline:</p> <ul style="list-style-type: none"> • Schedule an appointment with Planning & Development Department. • Complete the application. • Prepare General Development Plan to include all the information referred to in Sec. 115-156 or 115-403 of the Municipal Code of Ordinances.
STEP 3	<p>Submit Petition and Development Plan to the City Clerk’s Office, along with a check payable to the City Treasurer in the amount of \$1,400.00 (*regular fee is \$700.00).</p> <p>Applications must be submitted no later than 12:00 noon on the Wednesday preceding the regularly scheduled Council meeting, held the second Thursday of the month.</p>

* The fee for Petitions for Amendments of the Zoning Ordinance shall be twice the amount of the regular fee if the petition is received later than 5:00 p.m. on the Friday preceding the Council Meeting and before noon on the Wednesday preceding the Common Council Meeting.

