

# **RICE COUNTY JOINT PLANNING COMMISSION**

## **INSTRUCTIONS**

### **Application for Change of Zoning Classification (Rezoning) or a Conditional Use Permit**

1. All applicants requesting a change in zoning classification (rezoning) or a conditional use permit should consult the Zoning Administrator prior to submitting a formal application. The purpose of the consultation is to advise the applicant of his rights and responsibilities in the filing of a zoning change or a conditional use permit application.
2. The application form shall be completely filled in with the information requested or the notation N/A (Not Applicable).
3. All applications must be accompanied by a list of owners of all property (except public streets and ways) within a one thousand (1,000) foot radius of and including the property for which the zone change or conditional use permit is requested if the property is within the unincorporated portion of the county. If the property in question is within an incorporated city, the owners identified within said certified list shall extend no more than two hundred (200) feet. If such property is located near or adjacent to the limits of an incorporated city, the area shall be a maximum of one thousand (1,000) feet in the unincorporated area and two hundred (200) feet in a city. The list must contain the names and mailing addresses of all the owners of property within the notification area. This list may be obtained from an abstractor or from the County Appraiser's Office.
4. The application shall be signed by the property owner or his duly authorized agent. If the application is signed by an agent, a written authorization from the property owner must be submitted naming the agent and that the owner is aware and approves of the requested zoning change or conditional use permit.
5. The appropriate fee shall be paid at the time of filing an application.
6. Applications along with the required ownership list and fee shall be filed in the office of the Zoning Administrator.
7. Requests for a change in zoning district classification shall not include reference to proposed uses, whereas a request for a conditional use permit must specify a specific use. Presentations before the Joint Planning Commission, Board of County Commissioners or the appropriate city Governing Body on a rezoning should not be predicated upon any specific use, but on the zoning district requested.

**APPLICATION FOR CHANGE OF ZONING CLASSIFICATION (REZONING) OR A  
CONDITIONAL USE PERMIT**

This is an application for change of zoning classification (rezoning) or for a Conditional Use Permit. The form must be completed and filed at the office of the Zoning Administrator in accordance with directions on the accompanying instruction sheet.

**AN INCOMPLETE APPLICATION CANNOT BE ACCEPTED.**

1. Name of applicant or applicants (owner(s) and/or their agent(s)). All owners of all property requested to be rezoned must be listed in this form.

A. Applicant/Owner \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

B. Agent \_\_\_\_\_  
Address \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

(Use separate sheet if necessary for names of additional owners/applicants.)

2. The applicant hereby requests:

\_\_\_\_\_ A change of zoning from \_\_\_\_\_ to \_\_\_\_\_ .  
\_\_\_\_\_ A Conditional Use for the following: \_\_\_\_\_

3. The property is legally described as (Lot and Block or Metes and Bounds):

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

4. This property address is: \_\_\_\_\_

The general location is (use appropriate section):

A. At the \_\_\_\_\_ (NW, NE, SW or SE) corner of \_\_\_\_\_ (street/road) and \_\_\_\_\_ (street/road) or,

B. On the \_\_\_\_\_ (N, S, E, W) side of \_\_\_\_\_ (Street) (Road) between \_\_\_\_\_ (Street) (Road) and \_\_\_\_\_ (Street) (Road).

5. I request this change in zoning for the following reasons (Do not include reference to proposed uses for a rezoning.)

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6. I (We), the applicant(s), acknowledge receipt of the instruction sheet explaining the method of submitting this application. I (We) realize that this application cannot be processed unless it is completely filled in; is accompanied by an ownership list as required in the instruction sheet; and is accompanied by the appropriate fee.

(Owner)

(Owner)

By \_\_\_\_\_ By  
Authorized Agent (if any)

Authorized Agent (if any)

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**VI. OFFICE USE ONLY:**

This application was received at the office of the Zoning Administrator at \_\_\_\_\_ (A.M.) (P.M.) on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. It has been checked and found to be complete and accompanied by the required documents and the appropriate fee of \$\_\_\_\_\_.

Name

Title