



# **City of Richmond**

## **REZONING APPLICATION**

### **City Code Section 107-46**

**City Code Section 107-46 (b) states:** “Any person owning real estate within the city may initiate a request to amend the district boundaries or text of this chapter so as to affect the said real estate.”

In order for the application to be approved each of the following must be met:

1. The rezoning is consistent with the Comprehensive Plan;
2. The rezoning is in harmony with the purposes and intent of the zoning ordinances;
3. The rezoning puts the subject property to use in a reasonable manner;
4. The proposed use in the new zone will meet all codes in the City of Richmond.
5. The rezoning will not overburden the city’s service capacity.
6. Traffic generated from the rezoning is within capabilities of streets serving the property.
7. The rezoning of said property will not cause a burden on the neighboring properties.
8. The re-zoning, if granted, will not alter the essential character of the locality.

## REVIEW PROCESS

**Application Deadline:** completed application, fees and necessary documents must be received by the close of business on the last Tuesday of the month. The variance process takes about 6 weeks from deadline.

\*\*\*\*incomplete applications **will not** be reviewed.

**Review time:** City hall staff will review the completed application  
City Planner will draft findings of fact

**Notification:** Must Publish Notice at least 10 days before Public Hearing  
Must mail notices to property owners within 350 feet of said property

**Public Hearing:** 4<sup>th</sup> Thursday of the month Planning Commission will hear all public hearings.

**City Council Meeting:** City Council will hear Planning Commission recommendations at the City Council meeting following the Public Hearing

## SUBMISSION REQUIREMENTS

- Application Attached (complete)
- Proposed Site Plan, drawn to scale
- Legal Description – word format
- List of all the names and addresses (physical and mailing) of all property owners within 350 feet of the subject property.
- Fees include, but not limited to:
  - \$250.00 – submitted with the completed application
  - Any additional legal, engineering, zoning fees accrued by the City of Richmond

*Fees should made payable to the City of Richmond upon submittal of completed application*



**PROPERTY INFORMATION**

PROPERTY ADDRESS (for this application)

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PROPERTY IDENTIFICATION NUMBER (for this application)

PID: 
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LEGAL DESCRIPTION: attach if necessary, this must be the real legal not the county tax description

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**CURRENT ZONING:** \_\_\_\_\_ **REQUESTED ZONING:** \_\_\_\_\_

**REASON FOR REQUEST:**


**APPLICANT/OWNER INFORMATION**

**APPLICANT**

NAME:			
Address:	City:	State:	Zip:
Telephone	Fax:		
Email			

**PROPERTY OWNER**

Same as Applicant

NAME:			
Address:	City:	State:	Zip:
Telephone	Fax:		
Email			

