

# REZONING APPLICATION INSTRUCTIONS

When filing a rezoning application, the following criteria must be followed:

- 1 Obtain the application from the Building Commissioner's Office. Fill out the application completely and have the signature notarized. A certified copy of a survey for the property being rezoned needs to accompany the application.
- 2 If the actual of the said property is not applying for the rezoning, the applicant must supply an affidavit from the owner.
- 3 Fee of \$100.00 made out to The City of Washington.
- 4 The applicant is requested to notify the adjoining property owners of the intentions for the property. Easiest way is by certified registered mail.
- 5 The rezoning application will go before the City Plan Commission. The Plan Commission meets the second Wednesday of the month. The application must be turned in at least three three (3) weeks prior to the meeting.
- 6 The rezoning application will also go before the City Council two (2) times. The Council meets on the second and fourth Mondays of the month.
- 7 **ALL** information must be turned in to the office by \_\_\_\_\_ for the meeting on \_\_\_\_\_, or by \_\_\_\_\_ for the meeting on \_\_\_\_\_. The public hearing requires a legal notice to be published in the newspaper at least fifteen (15) days prior to the meeting date.

Failure to meet these requirements will result in your case being moved to the next month's meeting.

The Plan Commission meets on the second (2nd) Wednesday of the month at 6:30 p.m. and the Board of Zoning Appeals meets the fourth (4th) Wednesday of the month at 7:00 p.m. Both meeting are in the City Council Chambers, 200 Harned Avenue.

By signing this you agree and understand the requirements.

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Signature

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Date

# Petition To Change Zoning Ordinance

Plan Commission Docket Number \_\_\_\_\_

NOTICE - This application must be written, accompanied by the information specified, and filed by the legal owners of fifty (50) percent or more the real estate in the area involved in this petition at least fifteen (15) days prior to the date of the public hearing by the Plan Commission.

Name of Applicant \_\_\_\_\_ Phone No. \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Name of Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

Premises affected, Street and Number. \_\_\_\_\_

Between \_\_\_\_\_ Street & \_\_\_\_\_ Street

Lot No. (s) \_\_\_\_\_ in \_\_\_\_\_ addition

Metes and Bounds Description \_\_\_\_\_

\_\_\_\_\_

Plot size \_\_\_\_\_ fronting on \_\_\_\_\_ Street

Date Property was Purchased \_\_\_\_\_

Nature and Size of Improvements Now Existing on Plot \_\_\_\_\_

\_\_\_\_\_

Approximate cost of Proposed Improvements \$ \_\_\_\_\_

PRESENT ZONING \_\_\_\_\_ REQUESTED ZONING \_\_\_\_\_

Full statement of proposed change applied for specifying whether rezoning and/or amendment or supplement to the regulations of the Master Plan Zoning Ordinance No. 392

THE ABOVE INFORMATION IS, TO MY KNOWLEDGE AND BELIEF, TRUE AND CORRECT.

\_\_\_\_\_  
Signature of Applicant

STATE OF INDIANA, COUNTY OF \_\_\_\_\_, SS:

Acknowledged and signed before me, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires \_\_\_\_\_, \_\_\_\_\_.

A FEE OF \$100.00 TO BE PAID TO THE CITY OF WASHINGTON, MUST ACCOMPANY THIS APPLICATION TO OFFSET THE COST OF ADVERTISING.

We, the undersigned, being the adjoining landowners of property located at

have been notified of the petitioner's intent to

**Notice:** Signing this application does NOT indicate, that as an adjoining property owner, you approve or disapprove of the petitioner's application for a variance from the restrictions of the zoning code. The hearing on this application will be conducted in a public meeting of the Plan Commission. The information regarding the meeting will be published in the Legal Notices of the Washington Times-Herald.

**Please Note:** The signature hereon must be that of the property owner or a person legally recognized as the guardian or representative of the property owner. Signatures of a tenant or other resident of the property is NOT valid.

Parcel Number		Parcel Number	
Actual Address		Actual Address	
Printed Name of Property Owner		Printed Name of Property Owner	
Signature of Property Owner		Signature of Property Owner	
Mailing Address of Property Owner		Mailing Address of Property Owner	

Parcel Number		Parcel Number	
Actual Address		Actual Address	
Printed Name of Property Owner		Printed Name of Property Owner	
Signature of Property Owner		Signature of Property Owner	
Mailing Address of Property Owner		Mailing Address of Property Owner	

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Printed Name of Property Owner		Printed Name of Property Owner	
Signature of Property Owner		Signature of Property Owner	
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Petitioner's Signature

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**REGISTERED/CERTIFIED LETTERS FOR VARIANCES, CONDITIONAL USES,  
PLAT APPLICATIONS AND REZONING APPLICATIONS**

When registered/certified letters are sent to adjoining property owners for Variances, Conditional Uses, Plat Applications and Rezoning Applications, the letter must tell the adjoining property owner the intentions of the Applicant, the date, time and place for the Plan Commission or Board of Zoning Appeals Hearing and the Building Commissioner's name and telephone number so he can be contacted if necessary.

## Application to the City of Washington Board of Zoning Appeals

County of \_\_\_\_\_ ) SS:

(Name of Property Owner)

- (Address of affected property)

(Name of Applicant)

Owner's Name (Please Print)

Owner's Signature

Acknowledged and signed before me, this \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_.

My commission expires \_\_\_\_\_, \_\_\_\_\_.

# WASHINGTON BZA/PC

\_\_\_\_\_, having requested action by the

Washington Board of Zoning Appeals/Plan Commission/Review Committee on my land located at

\_\_\_\_\_  
Washington, Indiana, do hereby consent to allow members of the Washington BZA/PC

and other City officials to come onto the property at said address to inspect the property for purposes

of making a decision on my Application for Action by the Washington Board of Zoning Appeals.

\_\_\_\_\_  
Applicant