

REZONING APPLICATION

APPLICANT INFORMATION

Property Owner*: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Agent: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____
Surveyor: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____	Engineer: _____ Address: _____ City/State/Zip: _____ Phone: _____ Fax: _____ Email: _____

* If necessary, Please attach separate sheet for additional owners. Unless otherwise specified all written correspondence will be sent to the listed agent. If no agent is specified, all correspondence will be sent to the property owner.

PROPERTY INFORMATION

Address or Property Location: _____
Subdivision Name: _____
Lot(s): _____ Block(s): _____
Total Property Area (to nearest 1/10th of an acre or sq. ft.): _____
Present Zoning: _____ Present Use of Property: _____
Adjacent Land Uses
North: _____ South: _____
East: _____ West: _____
Requested Zoning: _____
Justification for Rezone Request (Use existing adopted community planning documents if possible): _____

SIGNATURE

I hereby certify that the information in this application is true and correct. I have read this application and understand that other review processes and fees may be required prior to applying for and receiving Building Permits and/or final plat approval. I hereby authorize the listed agent to act on my behalf throughout the City review and approval process for this application and supporting documents. I understand that all communication regarding this application and supporting documents will be transmitted to my listed agent, unless I specify differently in writing.

(Signature of Property Owner)

(Date)

(Signature of Property Owner)

(Date)

APPLICATION INFORMATION

Pre-application Conference

Pre-application conferences are required prior to submittal of all rezone requests. The purpose of these meetings is to discuss the proposed rezone and to become familiar with city code requirements and procedures. Applicants are strongly encouraged to avail themselves of the City’s Development Review Committee (DRC), which allows the applicant to speak with all of the City divisions that may review the rezone request. Pre-application and DRC appointments can be scheduled by contacting Sue Goodman, Planning Technician, at (307) 675-4226 or by email at sgoodman@sheridanwy.net.

Submission review

All applications are subject to completeness review prior to acceptance by the Planning Office for routing and review. The rezone checklist details the required number of copies and documents needed to complete the application submittal. In order to ensure clarity and efficiency in the review process, application submissions will be received **by appointment only**. The applicable checklist must be submitted with this application. Incomplete application submissions will not be accepted, and will be returned to the applicant.

Public Hearings and Notice

Amendments to zoning designations require passage of an ordinance. This process requires one hearing before the Planning Commission and three readings before the City Council. Public hearings require notice through both newspaper legal notice, and nearby property mailings, subject to requirements of state statute. This involves notifying all property owners within 140 feet, and a legal notice appearing at least 15 days prior to a public hearing.

The City Planning Division will submit the ad for the paper and notify nearby property owners. Due to press publishing requirements, legal notification must be placed approximately 20 days prior to the public hearing. No public hearing will be scheduled until the application has been deemed complete, and staff review comments have been addressed.