

**CITY OF JENNINGS  
ZONING CHANGE REQUEST APPLICATION INSTRUCTIONS**

**THE STEPS FOR ZONING CHANGE REQUEST ARE AS FOLLOWS:**

- 1. After it is determined by the City Inspector that a zoning change will be necessary, the owner of the property requesting a zoning change must complete this application and submit it to the City Inspector. The City Inspector must review, approve and sign the application.**
- 2. Applicant is required to provide a list of all adjacent landowners so the City Attorney's office may notify them of the upcoming zoning change request. Adjacent landowners are considered to include; side neighbors, back door neighbors, across the street in each direction (see example page 4). Then go to the Tax Assessor's Office in the Court House with this written list of property owners and ask for a print-out of all these adjoining property owners and also your own property.**
- 3. Return completed application & print-outs to City Hall along with a \$500 (non-refundable) fee. The Zoning Board secretary will forward a copy of the application to the city attorney's office for notification of landowners and to draw up the required paperwork for publication of zoning request meeting.**
- 4. The Zoning Board secretary will then send the information to the newspaper, Zoning Board members, Fire Chief/City Inspector, Mayor, City Clerk and City Council secretary.**
- 5. The Zoning Board meets on the second Tuesday of the month at 4:30pm in the City Court room to discuss the request and make a recommendation to the City Council. The City Council meets the same day at 5:30pm and will then vote on whether or not to introduce an ordinance to make the zoning change.  
\*Note: It is very important for you to be at this meeting!**
- 6. If the City Council votes to introduce the ordinance for the zoning change request, they will vote at the next month's meeting to adopt the zoning change ordinance.**
- 7. The zoning change ordinance will become effective immediately upon the signature of the Mayor and Council President at the meeting to adopt the zoning change ordinance.**

**CITY OF JENNINGS  
ZONING CHANGE REQUEST APPLICATION**

**NAME:** \_\_\_\_\_

\_\_\_\_\_  
(Must be the Name(s) all ALL of the Persons who own an interest in the property)

**ADDRESS:** \_\_\_\_\_  
(Address of the Person who will receive correspondence)

**PHYSICAL ADDRESS:** \_\_\_\_\_  
(Describe the exact dimensions of the property to be rezoned

width lot number, section, township and range; and attach a plat from the Assessor's

Office showing the adjoining landowners and location of property to be rezoned).

\_\_\_\_\_  
\_\_\_\_\_  
**TYPE OF REQUEST:** \_\_\_\_\_  
(Current zoning status and requested change)

**REASON FOR REQUEST:** \_\_\_\_\_

\_\_\_\_\_  
(Describe nature of business or operation(s) to be conducted in or on the property for which rezoning is requested)

**CONCERNS THAT THE ZONING BOARD SHOULD BE AWARE OF:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**ATTACH FEE OF \$500.00 (NON-REFUNDABLE)**

**I HEREBY STATE THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT I AM THE OWNER(S) OF THE PROPERTY WHICH THIS REQUEST IS BEING SUBMITTED.**

**(ALL OWNERS OF ANY INTEREST IN THE PROPERTY MUST SIGN)**

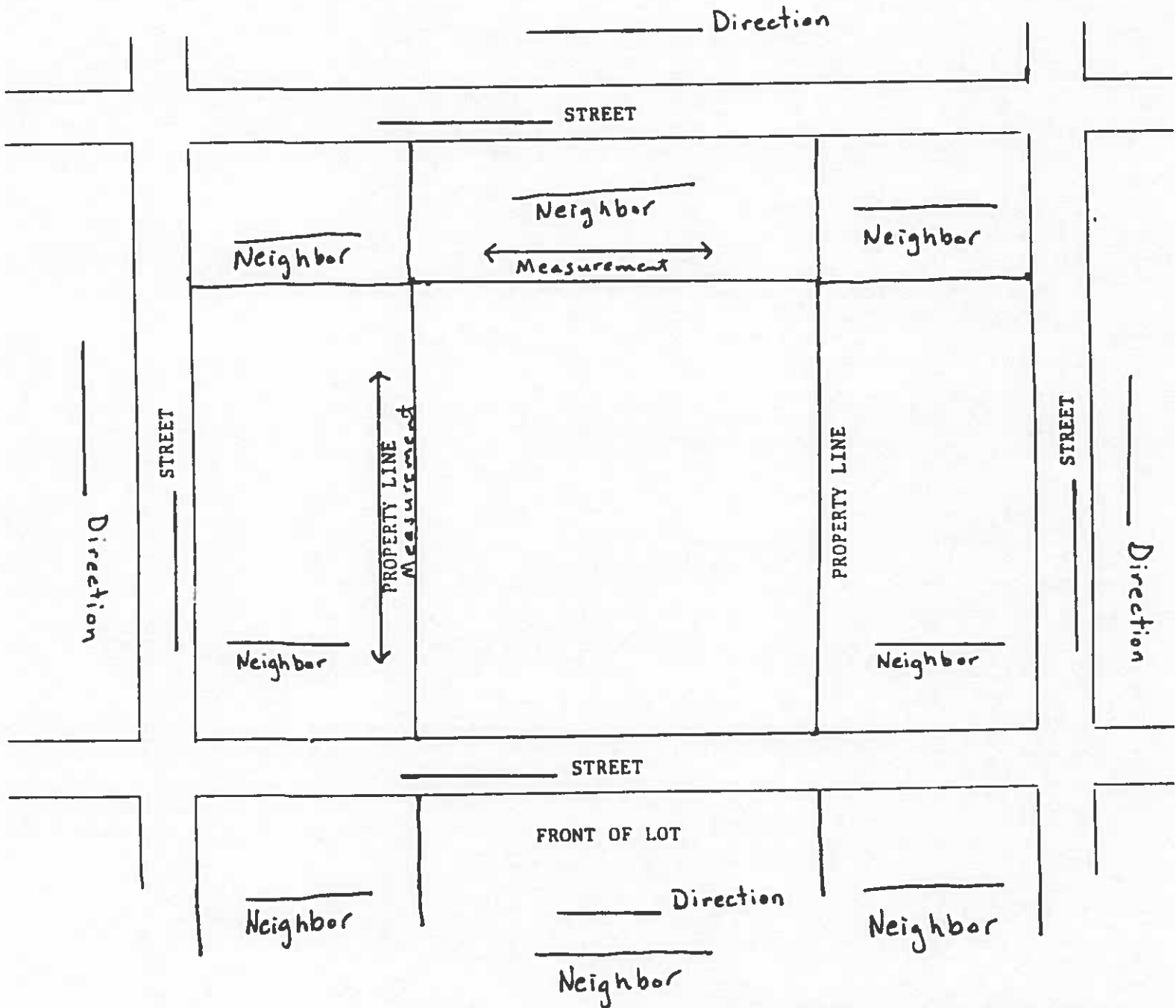
<b>SIGNATURE</b>	<b>DATE</b>	<b>SIGNATURE</b>	<b>DATE</b>
------------------	-------------	------------------	-------------


Telephone number where I can be reached:

\_\_\_\_\_

# MAP INSTRUCTIONS

1. Address of the property \_\_\_\_\_
2. Write measurement of property on arrow lines on map.
3. Draw all existing buildings on lot and write in measurement from all property lines to buildings.
4. Write the street names on map all around the property.
5. Write in directions of North, South, East and West on map.
6. Write names of side neighbors on map.



CITY INSPECTOR, Gilbert Pitre

			0

0	0			

			0
			0

X	0			
0	0			

X - considered property

0 - required list

### LIST OF ADJACENT LANDOWNERS

Go to the Tax Assessor's Office at the Court House and ask for a print-out of your property with description and print-outs of all of your adjacent neighbors with current addresses on this list.

My physical address is \_\_\_\_\_

Side neighbor \_\_\_\_\_

Side neighbor \_\_\_\_\_

Front neighbor \_\_\_\_\_

Front neighbor \_\_\_\_\_

Front neighbor \_\_\_\_\_

Back door neighbor \_\_\_\_\_

Back door neighbor \_\_\_\_\_

Back door neighbor \_\_\_\_\_

To the Zoning Board of the City of Jennings

This is to inform the Zoning Board that we have no objection to granting the described zoning to \_\_\_\_\_ for their property located at \_\_\_\_\_.

**Neighbors' signatures & addresses**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_
11. \_\_\_\_\_
12. \_\_\_\_\_