

# REZONING PROCEDURES

## City of Princeton

In the past, the Princeton Planning Commission and City Council have occasionally rezoned land and have amended the City's Comprehensive Plan in response to developers' requests. If a developer has a plan for a project, contact should be made with the Planner/Zoning Administrator.

**A.** The **Applicant** or an authorized representative is responsible to do the following:

1. Submit all filing requirements (listed below as B) to the Planner/Zoning Administrator at least **28 days prior** to the regular Planning Commission meeting, at which the public hearing will be held.

**All required information must be received before the application will be placed on a Planning Commission meeting agenda.**

**B.** Filing Requirements

1. Completed application for Rezoning.
2. Cash fee of \$\_\_\_\_\_.
3. Legal description of property to be rezoned.
4. Acknowledgement of Responsibility form completed.
5. Affirmation of Sufficient Interest form completed.
6. Dependent on the proposed use of the property, one of the following will be required:
  - a. Single Family – Preliminary Plat Application
  - b. Planned Unit Development – Planned Unit Development Application
  - c. Multi-Family Residential, Commercial, Industrial, or Institutional Buildings: Conceptual plans/drawings of all information listed on the sheet entitled "Site Plan Review Requirements."

**C. City Staff** is responsible to do the following:

1. Publish public hearing notice at least ten (10) days before the Planning Commission meeting at which time the item will be heard.
2. Mail notice at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet.
3. Place rezoning petition on Planning Commission agenda with a staff recommendation of either approval or denial.
4. Forward staff report to the Planning Commission and applicant at least three (3) days prior to hearing.
5. Planning Commission holds public hearing and recommends either approval or denial to the City Council.
6. Place rezoning petition on City Council agenda with staff report and Planning Commission recommendations noted.
7. Council acts on petition either approving, denying, or referring it back to Planning Commission.
8. Written notice is sent to the applicant informing him/her of approval or denial. If the request is denied, reasons must be given.
9. If approved, Council directs staff to draft ordinance amendment.
10. Place ordinance amendment on City Council agenda (approximately two weeks after initial Council approval).
11. City Council adopts ordinance.
12. Upon adoption by City Council, amendment is published in official newspaper. The publication date becomes the effective date of the ordinance.

**D. Public Hearing**

The applicant or an authorized representative must be present at the public hearing.

A decision on the rezoning can be made after the public hearing and must be given by the City council within 60 days after the public hearing.

No application for rezoning that has been denied shall be resubmitted for a period of twelve months unless all the reasons for the denial have been rectified.

**E. Planning Commission Meeting Dates**

The third Monday of each month, but if it falls on a holiday, the fourth Monday of the month.