

PROCEDURES FOR ZBA 003 – ZONING AMENDMENT PETITION

This permit is used when a property owner requests a property to be rezoned differently than stated on the Village Zoning map.

A. Submit a Zoning Amendment Petition request to the Village Clerk – include the following:

- Required fee

- Location of property involved in request

- Legal description of property

- Name and address of petitioner(s)

- Present zoning of property

- Proposed change in zoning

- Present and propose use of property

- Site plan (to scale) including –

 - all public and private rights-of-way

 - all lots and parcels of land within three hundred (300) feet of the property

 - location, dimensions and use of existing and proposed structures, easements, water courses, fences and curb cuts on the property

B. The request will be given to the Planning Commission – who will:

- Complete a study of proposed amendment

- Make a tentative report

- Hold a public hearing

- Make recommendation to the Village Council

C. After the recommendation is received from the Planning Commission, and receipt of the additional processing fee (as stated on the application) the Village Council will place the request on the next possible agenda for discussion and approve or deny the request.

(the council meetings are held the 2nd and 4th Thursday of each month)

D. Property owner submitting request should attend the public hearing to answer any questions asked.

E. Property owner will receive a copy of the approved / denied request within 30 days of the public hearing.

F. A notice of adoption of an amendment to the Zoning Ordinance will be published in the local newspaper as required.

ZBA003

VILLAGE OF NASHVILLE
ZONING AMENDMENT PETITION
REQUEST TO REZONE A SPECIFIC PROPERTY
Requires action by the Planning Commission and the Village Council

This request requires a public hearing by the Planning Commission. Upon payment of the Public Hearing fee, a public hearing will be held by the Planning Commission. If the Planning Commission then recommends it for approval, the Village Council will then consider this request. This application must be presented to the Village Office. (Zoning Ordinance Section 28)

Cost of permit - \$ 300.00 - paid _____ Date _____

Additional processing fee of \$25 plus \$10 for each acre over five (5) (not to exceed \$345) paid _____

I. Location of property: _____

Please attach a copy of the legal description of property

II. Name and address of the petitioner who has legal or equitable interest in the land subject to this petition:

Name _____ Telephone # _____

Address _____

Names, addresses, and interest of every other person having legal or equitable interest in the land subject to this petition:

Name _____ Telephone # _____

Address _____ Interest _____

Name _____ Telephone # _____

Address _____ Interest _____

Name _____ Telephone # _____

Address _____ Interest _____

Present zoning classification: AG___ RA___ RB___ RC___ RD___ CBD___ GB___ I___ PUD___

III. Proposed change in zoning classification of this land to: _____

IV. Present and proposed use of this property _____

Applicant must complete parts I, II, III and IV of this form and prepare a drawing of the property in question. Such drawing must be to scale, show all public and private rights-of-way, and show all lots and parcels of land within three hundred (300) feet of the property. A site plan must be included that has the location, dimensions and use of existing and proposed structures, easements, water courses, fences and curb cuts on the property proposed for rezoning.

V. Action by the Council: Denied ___ Approved ___ Approved with stipulations ___

(Attach Planning Board and Council minutes concerning this action)

Signature of Village President

Date

NOTE – filling this application implies that the property owner is giving permission for the Planning Commission members to visit, walk on or around the property either individually or as a group, to investigate the application request when/if needed.

The Village of Nashville is an equal opportunity provider.

VILLAGE OF NASHVILLE
ZONING AMENDMENT PETITION
REQUEST TO REZONE A SPECIFIC PROPERTY

Requires action by the Planning Board and the Village Council

<input type="checkbox"/> Masonary (wall bearing)	1. No of stories		Parking spaces	
<input type="checkbox"/> Wood Frame	2. Total square feet of floor area		Enclosed	
<input type="checkbox"/> Structural Steel	all floors based on exterior		Outdoors	
<input type="checkbox"/> Reinforced Concrete	dimensions			
<input type="checkbox"/> Other - specify	3. Total Land are - sq ft			
Type of Sewage Disposal -	Type of Water Supply		Residential Building only	
<input type="checkbox"/> Public or private company	<input type="checkbox"/> Public or private company		No. of bedrooms	
<input type="checkbox"/> Private (septic tank, etc.)	<input type="checkbox"/> Private (well, cistem)		No. of bathrooms - full <input type="checkbox"/> partial <input type="checkbox"/>	

Site or Plot Plan

Lot Size: _____ Additional detailed drawings / diagrams may be required. It is recommended that all drawings be to scale and properly dimensioned. Improper drawings will be rejected.

Note - site plan must be drawn to scale of 100 feet to the inch and include all public and private rights-of-way, and show all lots and parcels of land within three hundred (300) feet of the property. A site plan must be included that has the location, dimensions and use of existing and proposed structures, easements, water courses, fences, and curb cuts on the property proposed for rezoning. Each square on this grid = 25 ft. Other drawings should be attached sufficient to show your planning. Two copies each are required.

