

Sandra M. Giovanelli
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ZONE CHANGE CHECKLIST & PROCEDURES

The Petitioner must submit the following items to the Town Clerk's Office in order to be placed on the Town Council agenda:

1. _____ Petition to amend Zone including present zone, proposed zone and use
2. _____ Legal description of property
3. _____ Locus Plan – Name of petitioner
4. _____ Radius map and three sets of mailing labels containing the names, addresses, plot and lot of abutting property owners within a 200' radius
5. _____ Proposed ordinance amending the Code of Ordinances Zoning and Zoning Map
6. _____ Check for \$1,700.00 - \$700.00 to cover petition, \$1000.00 to cover the cost of advertising & certified mail to abutting property owners
7. _____ Traffic Data
8. _____ Affidavit listing any restrictions or conditions by deed, etc. (if applicable)
9. _____ 5 copies of the above, plus the originals. Copies of plan may be reduced in size if legible
10. _____ **All Petitioners before the Town Council shall arrange for and bear the costs of a certified court reporter to be present at said hearing and to transcribe and produce a transcript of said hearings which shall thereafter be placed in the official Town Clerk's file in the Town Hall**

Once all of the above has been submitted, the Town Clerk's Office will place the petition on the Town Council agenda for acceptance of the request and authorization to advertise. Once the Town Council has accepted and authorized advertising, notice of the public hearing will be advertised in a newspaper of general circulation once a week for three consecutive weeks. Notice of public hearing will also be mailed to abutting property owners.

REQUEST FOR CONTINUANCES

As of October 19, 1989, all requests for continuances due to the unavailability of an expert witness must be submitted in writing the night of the hearing stating the reason for the unavailability. This must be signed and witnessed by two (2) witnesses or notarized if not made known to the Clerk's Office by the close of the agenda – Friday before the hearing 4:00 p.m.