

## INSTRUCTION SHEET

### REZONING REQUEST

**FEE: \$400.00 (NON-REFUNDABLE)**

1. **Answer all questions. Answers should be clear, readable and contain all the necessary information. Petition forms which are not legible will not be accepted.**
2. **An example of this information asked for in Question 4 would be: "between 2nd & 3rd Streets on the north side of E-Z Street," or "the northwest corner of the intersection of Cattle Drive and Lois Lane".**
3. **Questions 5 and 6 would be answered by noting the proper zoning district classifications and the current and proposed use. For instances, R-1, Single Family Residential District, vacant, R-5, Multi-Family Residential District, 4-plex.**
4. **By ordinance, there are two reasons for rezoning property: 1) to correct an obvious error or oversight in the regulations; or 2) to recognize the promotion of the public health, safety and general welfare. It is suggested that rather than filling in the blank, you set forth your reasons for the rezoning request on a separate sheet of paper.**
5. **A plot plan or drawing must be submitted. The graphic must be a straight-edged drawn plan (a drawing to scale is preferred but no necessary) delineating the property lines and dimensions, adjacent street(s) and name(s) of that/those street(s), a north arrow, the location of existing/proposed building(s) on the parcel and if applicable off-street parking and/or loading lay-out.**
6. **The following are the procedures for processing a rezoning petition:**
  - a) **Review the request with the City Clerk. At this point, you will receive the necessary forms and instructions for filling out and filing said forms.**
  - b) **The City Council meets the second and fourth Tuesday of the month. By ordinance, a legal notice regarding the case must be published in a newspaper of general circulation at least fifteen (15) days prior to the public hearing. Our office requires submission of all completed material at least twenty-one days prior to the meeting date in order to meet this publication requirement. There will be no exception from the 21 day filing deadline date.**
  - c) **The petitioner and/or a designated representative must be present at the public hearing to give testimony and answer questions regarding the request.**
  - d) **All public hearings are held in the City Council Chambers, 240 Lincoln Street, starting at 6:30 p.m.**

- e) **Prior to the City Council's public hearing, the City Planning Commission reviews the request and render's a recommendation to the Council. Again, the petitioner and/or a designated representative must be present.**
  
- f) **The City Council, by ordinance, must have three readings on any rezoning request. Thus, the public hearing is also the first reading with two others following only if the request receives an affirmative vote.**

**REZONING APPLICATION**  
**City of Lander, Wyoming**

**(For Office Use Only)**

CASE # \_\_\_\_\_ Z

**Date Received:** \_\_\_\_\_ **City Council's First Reading** \_\_\_\_\_

**Fee:** \_\_\_\_\_ **City Council's Second Reading** \_\_\_\_\_

**Planning Commission** **City Council's Third Reading** \_\_\_\_\_  
**Hearing Date:** \_\_\_\_\_

**Planning Commission's Action:** \_\_\_\_\_ **Date** \_\_\_\_\_

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1. **Name of Applicant** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Interest in Property** \_\_\_\_\_

2. **Owner (if different than above)** \_\_\_\_\_

**Address** \_\_\_\_\_ **Phone** \_\_\_\_\_

3. **Legal Description of Property** \_\_\_\_\_

\_\_\_\_\_

4. **General Location of Property** \_\_\_\_\_

\_\_\_\_\_

5. **Present Zoning District of Property** \_\_\_\_\_ **Current use of**  
**property** \_\_\_\_\_

6. **Requested Zoning District** \_\_\_\_\_ **Proposed use of property**

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**7. Explain the reasons for your request and why it will not have an adverse affect on the surrounding properties**

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**8. Along with the above information please submit a plot plan or drawing of the property showing the location of all existing buildings, parking lay-out and/or any other applicable information; and**

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**Signature of Applicant - Date**

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**Signature of Owner - If other than above - Date**