

Form X.
AMENDMENT TO THE ZONING ORDINANCE (“REZONE”) CHECKLIST
HOMWOOD PLANNING COMMISSION

Parcel Address & I.D. Number(s)

A proposed amendment to the zoning ordinance, including the map, may be initiated at the request of the owner of the subject property.

Application requirements: At least forty-five (45) days prior to a regularly scheduled Planning Commission meeting, the applicant shall submit to the Planning Commission Secretary:

- A two hundred and fifty dollar (\$250) administrative fee plus an amount equal to the sum of any and all expenses incurred by the City of Homewood for postage, publication, notification for hearings, planning, engineering and surveying services rendered or required in connection with said application, and/or as otherwise provided by ordinances of the City of Homewood.
- A completed application supplied by the Planning Commission Secretary, accompanied by the following materials:
 1. A site plan, drawn to scale, indicating:
 - a. The dimension and location of the site.
 - b. The shape, size, height and location of all existing structures on the site.
 - c. The number and location of parking spaces, and location of ingress and egress.
 - d. All rights-of-way and easements.
 - e. Other information which may be required by the Planning Commission during the review process.
 2. A written statement indicating:
 - a. Reason for the request.
 - b. Legal description of the subject property.
 - c. Traffic volumes to be generated by the proposal.
 - d. Availability of required utilities.
- Zoning amendments which require preliminary development plan approval shall submit said plan as required on the Preliminary Development Plan Checklist.

The applicant shall read and initial: _____

The Director of Engineering & Planning and Zoning shall be responsible for posting property with signs that note the proposed district change and the time and place of the Planning Commission hearing. The zoning administrator shall post property at least fifteen (15) days in advance of the public hearing before the Planning Commission. The property shall remain posted until the public hearing is completed. The required signs shall be placed at reasonable intervals along the public street abutting the property subject to rezoning.

The Planning Commission Secretary shall send notices to the owners of property located in whole or in part within five hundred (500) feet from the boundaries of the property which is the basis of the proposed amendment in zoning classification, as shown by the records of the Jefferson County Tax Assessor on a date not more than one (1) year prior to the date of such notice.