

**2007
CITY OF LEBANON**

Application for REZONE of property and amendment to the zoning ordinance

Project Address /Location _____
-Attach legal description

Parcel I.D. Number _____ Area (_____ acres _____ lots)

Existing Zoning _____ Current Zoning _____

Township _____ Subdivision and Lot # _____

Existing land use _____ Proposed land use _____

Name of Applicant / Contact Person _____

Phone _____ Fax _____ Email _____

Address _____

Name of Property Owner _____ Phone _____ Fax _____

Address _____ Email _____

\$ _____ plus \$ _____ per acre / lot Date _____

Procedures

1. The applicant shall first schedule a meeting with staff to discuss the proposed Zoning classification in relationship to the Lebanon Comprehensive Plan prior to filing.
2. The applicant shall confer with Lebanon Utilities regarding sewer and utility availability.
3. Applicant shall submit an application, conceptual site plan, and pay filing fees at least **four (4) weeks** prior to being placed on Lebanon Plan Commission agenda.
4. Prior to Plan Commission:
 - a. Planning staff will review the conceptual site plan and prepare comments recommending approval or requesting revisions.
 - b. The Plan supporting documentation shall be available at the time the notice for the public hearing is published.
5. The Plan Commission meets the 3rd Monday of each month.

2007 Plan Commission Meetings (7pm)

January 16	Tuesday	November 19	Monday
February 20	Tuesday	December 17	Monday
March 19	Monday		
April 16	Monday		
May 21	Monday		
June 18	Monday		
July 16	Monday		
August 20	Monday		
September 17	Monday		
October 15	Monday		

6. Applicant shall prepare legal notices for property owner notification within a ___ foot radius and shall notify the newspaper and advise staff.
 - a. Applicant shall obtain list of all property owners with a ___ foot radius of the subject property and notice all the property owners at least 25 days prior to the public hearing.
 - b. Applicant shall submit notice to a newspaper of general circulation in the City of Lebanon for publication at least 10 days prior to the public hearing.
 - c. Petitioner shall prepare packets for the Plan Commission to be submitted no later than seven (7) days prior to the meeting.
7. Plan Commission will hold a public hearing and gather information from the public. Applicant may represent his/herself or employ an attorney, engineer, architect or planner for this purpose. Within 10 business days, the Plan commission shall refer the proposal to the Common Council.
8. The Common Council shall vote on the proposal within ninety (90) days. The common Council shall notice the requested petition per IC 5-14-1.5-5.
9. If the Common Council adopts the proposal, it takes effect as other ordinances. If the proposal is denied, it is defeated. If the Common council fails to act after 90 days, the Ordinance takes affect.
10. With an unfavorable or no recommendation, the Common Council may adopt or reject. If the Common council fails to act, the proposal is defeated.
11. The proposal may not be reconsidered for a period of not less than one (1) year.