

**APPLICATION FOR ORDINANCE REGULATION CHANGE REQUEST**

**PART I : APPLICANT INFORMATION**

Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Home Address \_\_\_\_\_

Ordinance Article Number and Section Number requested to change \_\_\_\_\_

Request of change to read \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for requested change \_\_\_\_\_

Signature of authorization by property owner of record \_\_\_\_\_

**PART II : ENCLOSURE CHECK LIST**

■ **All items listed below must be attached to this application**

1. Attach a detailed statement stating the reason for this request.
2. Please attach the receipt for the \$500.00 filing fee
3. If there is not space above to outline your requested change in detail, then attach a statement..

**NOTICE:** This completed application, and supporting documents, must be submitted to the Enforcement Officer at least thirty (30) days prior to a regularly scheduled Planning Commission meeting.

These meetings are held in the City Hall on the third Tuesday of each month for the Planning Commission and the second and fourth Monday for the City Council.

The property owner **MUST** be present for ***both*** the Planning Commission and City Council Public Hearings.