



**MIDDLETOWN CITY PLANNING COMMISSION
MAP AMENDMENT (ZONE CHANGE) APPLICATION**

PROJECT NAME: _____

PROPERTY ADDRESS(ES): _____

ADDRESS(ES): _____

PARCEL NUMBERS: _____ TOTAL ACRES: _____

EXISTING ZONING DISTRICT: _____ PROPOSED ZONING DISTRICT: _____

CURRENT USES: _____ PROPOSED USES: _____

REASON FOR ZONE CHANGE REQUEST:

PETITIONER'S NAME _____ PETITIONER'S ADDRESS _____

PETITIONER'S CONTACT NUMBER: _____ EMAIL: _____

Petitioner's signature Date

Property Owner's signature Date

REQUIRED APPLICATION ATTACHMENTS:

1. Survey of property proposed for map amendment (electronic copy or 24in X 36in size)
2. The names and addresses of all property owners located within 200 feet of property
3. \$500 processing fee for each property (cash/checks made payable to the City of Middletown)

All applicants must have a pre-meeting with staff before submission of application.

REVIEW CRITERIA:

Per the Middletown Development Code recommendations and decisions on map amendment applications shall be based on consideration of the following review criteria. However, not all criteria may be applicable in each case and cases shall be determined on its own facts.

- (1) The proposed amendment is consistent with the master plan, other adopted City plans, and the stated purposes of this code;
- (2) The proposed amendment is necessary or desirable because of changing conditions, new planning concepts, or other social or economic conditions;
- (3) The proposed amendment will promote the public health, safety, and general welfare;
- (4) The proposed amendment, if amending the zoning map, is consistent with the stated purpose of the proposed zoning district;
- (5) The proposed amendment is not likely to result in significant adverse impacts upon the natural environment, including air, water, noise, storm water management, wildlife, and vegetation, or such impacts will be substantially mitigated; and/or
- (6) The proposed amendment is not likely to result in significant adverse impacts upon other property in the vicinity of the subject lot.

MAP AMENDMENT PROCESS (4-6 Months):

Step 1 – Application

- A. For amendments that are not initiated by the Planning Commission or City Council, the applicant shall submit an application in accordance with Section 1226.02, and with the provisions of this section.
- B. Amendments initiated by City Council shall be referred to the Planning Commission for review.

Step 2 – Staff Review and Staff Report

- A. Upon determination that a text or zoning map amendment application is complete, the Development Code Administrator shall schedule the review of the application at the next available Planning Commission meeting.
- B. Prior to the Planning Commission hearing for the text or map amendment, the Development Code Administrator shall review the application and prepare a staff report.

Step 3 – Planning Commission Review and Recommendation

- A. The Planning Commission shall hold a public hearing on the code text or map amendment at its next regularly scheduled meeting or at a special meeting after the application is determined to be complete, subject to the submittal deadlines established by the Development Code Administrator.
- B. Notification of the public hearing shall be provided in accordance with Section 1226.02(i).
- C. In reviewing the application, the Planning Commission shall at a minimum, consider the staff report from the Development Code Administrator and the review criteria of this section.
- D. Within a reasonable amount of time from the close of the public hearing, the Planning Commission shall make a recommendation to City Council on the application. In making its recommendation, the Planning Commission may recommend approval, approval with some modification, or denial of the application.

Step 4 – City Council Review and Decision

- A. Following receipt of the recommendation from the Planning Commission, City Council shall set a time for a public hearing on the proposed amendment.
- B. Notification of the public hearing shall be provided in accordance with Section 1226.02(i).

- C. City Council shall review a text or zoning map amendment application during a public hearing. In reviewing the application, City Council shall at a minimum, consider the staff report from the Development Code Administrator, recommendation from Planning Commission, and the review criteria of this section.
- D. City Council shall adopt, adopt with some modification, or deny the recommendation of the Planning Commission. City Council shall not alter or make a decision that varies from the Planning Commission without a majority vote of City Council.

FOR DEPARTMENTAL USE ONLY:

Zone Change Case No. _____ Accepted By: _____ Date: _____