



City of Waverly

Building & Zoning Department
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Zoning Change Request Procedure

THE FOLLOWING SETS FORTH IN SUMMARY A PROCESS UNDER NORMAL CIRCUMSTANCES TO BE FOLLOWED IN COMPLETING ZONING CHANGES. THIS IS ONLY A GUIDLINE IN STEP FORMAT. THE MUNICIPAL CODE AND ZONING REGULATIONS SHALL TAKE PRECEDENCE IN THE EVENT OF CONFLICT, DISAGREEMENT OR INTERPRETATION.

STEP ONE: The application for a rezoning must be filed with the Zoning Administrator and shall include the following information:

- Name and address of the applicant and legal description of the property.
- A description of the reason for the rezoning application and the nature and operating characteristics of the proposed use.
- Any graphic information, including site plans, elevations, other drawings, or other materials determined by the Zoning Administrator to be necessary to describe the proposed use to approving agencies.
- A certified address list of those persons who own property within 300 feet from the property line of the subject site.
- Pay the filing fee of \$150.00

STEP TWO: The rezoning request will then be processed and public notice will be given for the public hearings in-front of the Planning Commission and City Council.

- The City will send a letter to each of the properties from the list that was supplied.
- The City will post a public notice of the rezoning request in the Waverly News paper.
- The City will notify the School District & post Zoning Action Signs on the property.

STEP THREE: The rezoning request will be heard at the next regularly scheduled meeting of the Waverly Planning Commission. The Planning Commission will then review the submitted information and make a recommendation to the City Council on the rezoning request.

STEP FOUR: The rezoning request then will be heard in-front of the City Council, and the City Council shall act on the rezoning request. If passed after three readings of the rezoning request, the ordinance will be signed and put into effect.