

ZONING RECLASSIFICATION PROCEDURE

Completed application received

After Barb checks over application (zoning reclassification checklist):

Goes to P & Z Meeting [Agenda (**agenda should have a property description that the layman can understand**), application, sketch, checklist, resolution, background information and correspondence, etc. to the Commission Members and send agenda and sketch to the applicants and to the property owners within 200' of the proposed rezoning area.)

TO CITY COUNCIL

Resolution Fixing Time and Place for Public Hearing & Prescribing Notice on Proposed Amendment to Zoning Ordinance (attach sketch).

Notice of Public Hearing - NOTICE OF PUBLIC HEARING SHOULD HAVE A PROPERTY DESCRIPTION THAT THE LAYMAN CAN UNDERSTAND [i.e. Lots 1-10, Block 1, Doe's Addition (the area between North 10th Street and North 11th Street, from 4th Avenue North to 5th Avenue North)]. Publish Notice **7 to 20 days before hearing** (see Iowa Code 414.4) and send notices and sketch to the applicants and to the property owners within 200' of the proposed rezoning area.)

Ordinance - An Ordinance Amending Title VI, Chapter 5, Article 4, Section 2 of the Municipal Code of Estherville, Iowa, Changing the Boundaries of the Official Zoning Map--To be considered at public hearing (attach sketch).