

## **The Change of Zone process- step by step.**

1. Meet with Plan Commission staff to determine which zoning classification best suits your needs and which will be the most appropriate in the area your property is located.
2. Submit an application form including a copy of the deed for the lot and the \$75.00 filing fee. (applications must be submitted at least three weeks before the meeting you intend your request to be considered. All meetings are held on the first Thursday of the month.)
3. Plan Commission Staff will send notice of public hearing to all property owners adjacent to your property, and post a notice of public hearing sign on the subject property at least 10 days prior to the meeting date.
4. The applicant must attend the public hearing to describe the request and answer any questions.
5. Once the hearing is completed the Plan Commission will recommend approval, or denial of your request and a copy of their decision will be sent to the County Commissioners.
6. The Plan Commission staff will place your request on the County Commissioners agenda for consideration. You will need to check with the Auditors office to find out when your request will be considered. You should also attend this meeting to explain the request and answer any questions.
7. The County Commissioners have the final authority to approve or deny a request regardless of the recommendation from the Plan Commission. Once the County Commissioners make a decision it is final.