

INSTRUCTIONS TO REZONE APPLICATION

THE APPLICATION PROCESS:

- DO YOUR HOMEWORK.
- Complete the required application forms provided in this packet. Please either type or print legibly.
- Sign the application form and complete the address, city, state, ZIP code and phone number information.

WHENEVER APPLICABLE, THE FOLLOWING DISCLOSURES MUST BE MADE:

- When the applicant is a corporation, the applicant shall include the correct names, addresses and percent interest of all stockholders or shareholders owning interest in excess of 20% of all outstanding stock of such corporation. If the corporation has no shareholders, a statement to that effect shall be submitted.
- When the applicant is a business entity doing business under an assumed name, the application shall include the names and addresses of all true and actual owners of such business or entity.
- When the applicant is a partnership, joint venture, syndicate, or an unincorporated voluntary association, the application shall include the names and addresses of all partners, joint ventures, syndicate members, or members of the unincorporated voluntary association.

THE REZONE PROCESS

Upon receipt of an application, the City shall process the application. If the application is complete, the City will prepare public notice materials for the required public hearings on behalf of the applicant, and provide the applicant with instructions on how to properly distribute the notices.

The rezone process involves, typically, two public hearings:

1) PLAN COMMISSION (PUBLIC HEARING)

Once the application is filed with the City, a public hearing will be scheduled with the Plan Commission. The Plan Commission will convene a public hearing at which citizens are afforded the opportunity to speak in favor of, in opposition to, or simply comment on the application. Within 60 days after the close of the public hearing, the Plan Commission makes findings of facts and a recommendation to the Council. Its decision is advisory only and does not constitute a final, binding decision.

2) COMMON COUNCIL (FINAL DECISION)

After its receipt of the Plan Commission's recommendation, the Council will hold a second public hearing on the text amendment. The Council will make a final decision within ninety (90) days, by ordinance duly adopted or denied, on the application. The Council may require additional information from the applicant.

You are encouraged to bring people who support your application to the public hearings and may be represented by legal counsel or other consultants at these public hearings.

Public notice must be published one time in two local newspapers at least 10 days prior to the Plan Commission's public hearing. The City will prepare the notice and provide instructions; the applicant is responsible for ensuring the notice is properly published, and for all associated publishing costs. A copy of the newspaper notices must be delivered to the Department of Planning and Zoning.

Public notice must be mailed to every property owner within 400 feet of the location of the proposed rezone at least two weeks prior to the Plan Commission's public hearing. The City will prepare the notice and provide instructions; the applicant is responsible for ensuring the notice is properly delivered, and for all associated mailing costs. A copy of the mailing certification and receipt must be delivered to the Department of Planning and Zoning.

Note: It is solely the responsibility of the applicant to make sure that all information submitted is accurate as the information will be used for publication of the legal notice required by statute and ordinance. The City of Gary disclaims all responsibility if any of the information submitted by the applicants is inaccurate or in error.



City of Gary Department of Planning and Zoning
PETITION TO REZONE APPLICATION

Updated September 2019



PETITION TO REZONE APPLICATION

APPLICATION FOR REZONE

Please type or print. You may use and attach additional sheets of paper as necessary, but please make sure to reference what information is provided on any additional sheets.

REQUESTED ACTION

DESCRIBE THE REQUESTED REZONE _____

APPLICANT INFORMATION

APPLICANT NAME _____

COMPANY OR ORGANIZATION _____

ADDRESS _____ CITY/STATE/ZIP _____

EMAIL _____ PHONE _____

OWNER OF RECORD (IF DIFFERENT FROM APPLICANT) _____

If the applicant is not the recorded property owner, proof of ownership and a notarized statement of consent from the owner of record permitting the applicant to file this petition must be provided.

SUBJECT PROPERTY ADDRESS _____

PARCEL IDENTIFICATION NUMBER(S) _____

LEGAL DESCRIPTION BLOCK _____ LOT _____ SUBDIVISON

TOTAL AREA OF PARCELS TO BE

REZONED _____ PRESENT

ZONING _____ ZONING ORDINANCE NO. _____

PROPOSED ZONING _____ ZONING ORDINANCE NO. _____

REASON FOR REQUEST _____

PRIMARY CONTACT PERSON (IF DIFFERENT FROM ABOVE)



PETITION TO REZONE APPLICATION

NAME/TITLE _____

EMAIL _____ PHONE _____

REZONE PETITION FEE: \$250

The City cannot schedule a public hearing for a rezone petition unless and until a complete application has been filed.

PC #: _____

Date Filed: _____

I, the undersigned, do hereby certify that I am the owner, or contract purchaser (Evidence of title or other interest you have in the subject property, date of acquisition of such interest, and the specific nature of such interest must be submitted with application.) and do hereby certify that the above statements are true and correct to the best of my knowledge.

SIGNATURE OF OWNER OR CONTRACT PURCHASER _____

ADDRESS _____ CITY/STATE/ZIP _____

Subscribed and sworn to before me this _____ day of _____, 20____.

(Notary Public)

(Seal)

REZONE APPLICATION CHECKLIST:

- Rezone Application, completed and executed.
- Site plan drawing.
- Letter from Owner, if necessary.
- Filing fee in the amount of \$250

The City of Gary accepts cash, check, credit, or money order. Contact the Finance Office at 219-881-1363 for further instructions.



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