

DeKalb County Department of Development Services
Planning, Building & GIS
301 S. Union St.
Auburn, IN 46706
Ph: 260-925-1923
Fax: 260-927-4791

FOR OFFICE USE ONLY:
File Number: _____
Date Application Filed: _____
Fee Paid: _____

**Application for Amendment to Zone Map (Rezone)
(Section 9.06)**

This application must be completed and filed with the DeKalb County Department of Development Services in accordance with the meeting schedule.

APPLICANT INFORMATION

Applicant's Name: _____
Address: _____
Telephone Number: _____ E-Mail: _____

OWNER INFORMATION (if different from applicant information)

Owner's Name: _____
Address: _____
Telephone Number: _____ E-Mail: _____

REPRESENTATIVE INFORMATION (if different from applicant information)

Representative: _____
Address: _____
Telephone Number: _____ E-Mail: _____

Legal Ad Payment & Public Hearing Notifications: Applicant ___ **Owner** ___ **Representative** ___

Existing Zoning Classification of Property: _____

Proposed Zoning Classification of Property: _____

Address or Legal description of property:

Percentage of Property Owners Included: _____

Statement or reason for the request for a Zone Map Amendment:

When making recommendations on rezone requests, the Plan Commission shall pay reasonable regard to the following items. Please describe how this petition satisfies the following:

1. Is the change in zoning in harmony with the Comprehensive Plan?

2. Do the current conditions and the character of current structures and uses in each district adapt to the proposed zoning?

3. Is the change in zoning consistent with the most desirable use for which the land in each zoning district is adapted?

4. Will the change in zoning help with the conservation of property values throughout the jurisdiction?

5. Does the change in zoning promote responsible development and growth?

By my signature, I acknowledge the above information and attached exhibits, to my knowledge and belief, are true and correct.

Applicant's Signature: _____
(If signed by representative for applicant, state capacity & attach ownership affidavit)

PROPERTY OWNER INFORMATION	
Name	
Mailing Address	
Phone & Email	
PROJECT LOCATION	
Address or Parcel #	
AUTHORIZED AGENT	
Name	
Mailing Address	
Phone & Email	
Application Type	___ PC ___ BZA ___ Other _____

OWNERS CERTIFICATION AND SIGNATURE

I certify that I am the owner of the property listed above as the property location. The authorized agent listed above is designed to act on my behalf for matters pending before DeKalb County according to the application type check above.

Owner Signature

Owner Printed Name

Date

Owner Signature

Owner Printed Name

Date

OWNER ACKNOWLEDGEMENT

State Of _____)
) SS:
County Of _____)

BEFORE ME, the undersigned Notary Public in and for said County and State, this _____ day of _____, 20____ personally appeared the within named

herein "Owner"

WITNESS my Hand and Notarial Seal

By: _____
Notary Public Signature

Notary Public Printed Name

DEKALB COUNTY PLAN COMMISSION
Application Procedures & Checklist for:
Zone Map Amendment (Rezone)

AUTHORITY: The Plan Commission shall have exclusive authority to review and recommend approval or denial for applications specifically assigned to the Plan Commission for review by this Ordinance.

PRE-FILING APPLICATION CONFERENCE: The applicant or legal representative must meet with the Plan Commission Staff for a preliminary consultation to discuss the proposed Zone Map Amendment (Rezone) prior to submittal. The applicant should provide a survey or aerial depicting the outline of the property(ies) requesting the change in zoning.

APPLICATIONS: The application will not be considered complete until all information is received. All applications and supporting material must be submitted at least 30 days before the public hearing. All applications will be reviewed for completeness and accuracy prior to acceptance. A Plan Commission petition number(s) shall be assigned and all filing fees, if applicable, must be paid at the time of filing. The following materials are required:

- Complete Application including all letters required through Technical Review
- Warranty or Quit Claim Deed from Recorder's Office (1st floor County Building)
- Ownership Affidavit (if applicant or representative is not the legal property owner)
- Site Plan and/or Survey (if required) showing:
 - Property Lines
 - North Arrow
 - Scale

FEES: Fees are nonrefundable. The following fees shall be paid at the time of application submittal:
Zone Map Amendment (Rezone): \$300

***make checks payable to DeKalb County**

****you can pay online: <https://www.paylocalgov.com/Payment/SelectEntity/909>**

*****or call in with your credit card: 260-925-1923**

TECHNICAL REVIEW: Once submitted, the application and all plans and materials will be routed through a Technical Review of various County Departments. Should there be any issues, revisions may be necessary and could delay the process. Approval letters from the following departments are required:

- Health Department
- County Surveyor or Drainage Board
- Highway Department
- Soil & Water
- Any additional required documents

PUBLIC NOTIFICATION: The following public notification is required for the Plan Commission hearing and proof must be given to the Planning Staff:

1. **NEWSPAPER NOTIFICATION:** Planning Staff will prepare and publish the legal notice for the applicants hearing in The Star, at least 10 days before your hearing date. The publishing fee will be billed to the applicant.

2. WRITTEN NOTIFICATION: Planning Staff will provide the legal notice and a list of interested parties to be notified by mail with proof provided by Certificate of Mailing. The applicant must mail the legal notice to all interested parties. The notices must be post-marked at least **14 days** before your hearing date. Interested parties are all property owners that are within a 300-foot radius of the property line(s) of the petition site. Additional persons may be notified if required by staff.

SUBMITTALS TO ZONING ADMINISTRATOR PRIOR TO HEARING: The Publishers Affidavit from The Star and the Certificate of Mailing receipts (white slips) must be submitted to the planning staff before the hearing date. Failure to do so could cause the petition to not be heard.

PLAN COMMISSION PUBLIC HEARING: All proposals subject to Plan Commission approval must undergo a public hearing. The Plan Commission will give a favorable, unfavorable or no recommendation to the County Commissioners. The applicant or representative must attend the meeting and present your case to the Board. The Plan Commission meets on 3rd Wednesday of each month. An agenda and staff report will be mailed to you and/or the representative approximately 5-7 days before the hearing date.

COUNTY COMMISSIONERS MEETING: Once the Plan Commission hears the case and gives their recommendation, the County Commissioners will hear the petition and grant approval or denial of the proposal. The County Commissioners meeting will be scheduled in accordance with their weekly meeting schedule and in accordance with their availability. The Zoning Administrator will schedule this hearing and inform the petitioner of the date and time.

IF YOU HAVE ANY QUESTIONS ABOUT THE PROCESS, PLEASE DON'T HESITATE TO CONTACT THE DEPARTMENT ANYTIME: 260-925-1923