

CITY OF DAKOTA CITY, 1511 BROADWAY, DAKOTA CITY, NEBRASKA
REZONING PROCEDURE

The purpose of establishing a rezoning review and approval procedure is necessary in order to promote public health, safety, morals, convenience, and general welfare of the community. Responsible consideration is given to conserving the value of buildings and encouraging the most appropriate use of land throughout the Municipality. The following outline is designed to help guide you through the rezoning procedure.

1. Discuss the proposed use of the property with the Code Official to insure that the proper zoning district classification can be established.
2. Complete a petition for zoning change and file it with the Code Official approximately 2 weeks prior to a Planning Commission meeting. Planning & Zoning Commission meetings are held on the first Monday of each month. The petition must be signed by the owner of the property, contain the reason for rezoning, the legal description, and a plat or drawing.
3. A non-refundable filing fee of \$100.00 for existing subdivisions, and \$225.00 for unplatted tracts, shall be paid at the time the petition is filed.
4. Upon proper filing of the Petition, the Code Official shall post a sign on the property and publish notice of hearing by the Planning Commission and City Council ten (10) days prior to the hearings in the local newspaper.
5. The Code Official shall place the matter on the agenda of the Planning & Zoning Commission and City Council for public hearings and inform the petitioner of the time, place, and date of said meeting. It is recommended that the petitioner or representative attend all meetings to answer any questions.
6. The Planning Commission shall study and review the written recommendation and adopt or deny the requested change.
7. The City Council shall study and review the written recommendation. They may adopt the proposed change, deny the proposed change, or send the matter back to the Planning Commission for further review.
8. If denied, the City Council shall submit a written denial and reason for the denial to the Planning Commission and Petitioner.
9. If the Council chooses not to suspend the rules, then the ordinance requires a total of three (3) readings.
10. A rezoning request typically takes 6-10 weeks to complete.

PETITION FOR REZONING REQUEST

We, the undersigned, being the owners of record of said real estate, hereby respectfully petition the Mayor and City Council to rezone the following property from the present zoning classification of _____ to _____.

Legal Description:

Reason for Zoning Change:

We, the undersigned, being the owners of the record of said real estate, hereby acknowledge that we have read and received a copy of the rezoning procedures and a copy of this application form concerning the filing and hearing of the request. That we have been advised of the fee requirements and they have been paid on _____ in the amount of \$ _____.

Property Owner: _____ Phone: _____
Address: _____
Signature: _____

Property Owner: _____ Phone: _____
Address: _____
Signature: _____

Property Owner: _____ Phone: _____
Address: _____
Signature: _____

PLANNING COMMISSION RECOMMENDATION

Public Hearing Date: _____ Time: _____
Commission Recommendation Approve Deny No Recommendation

CITY COUNCIL ACTION

1st Reading Date: _____ Action: Approve Deny Suspend
2nd Reading Date: _____ Action: Approve Deny Suspend
3rd Reading Date: _____ Action: Approve Deny
Ordinance # _____

(NOTE: All meetings shall be held in the Council Chambers of City Hall unless otherwise noted.)