

City of Headland Procedures for Zoning Changes

Amendments to the City of Headland Zoning Ordinance may be initiated by the city Council or its own motion or by the Planning Commission; amendments may also be initiated by any person, firm or corporation by filing a written application for amendment with the Planning Commission. The cost of publication, erecting of notices, and any incidental expenses related to an amendment application shall be borne by the applicant.

An application for amendments to the City of Headland Zoning Ordinance shall contain at least the following:

- A. Interest and Ownership. The applicant's name, address, and interest in the application, and the name, address, and interest of every person, firm, or corporation represented by the applicant in the application, the name of the owner or owners of the entire land areas to be included within the proposed district, the owner or owners of all structures then existing thereon and all encumbrances of such land area and structures, and additionally, sufficient evidence to establish that the applicants have the right of possession to the land area and structures and intend actually to develop the designated area; and the names and addresses of all owners of adjacent property.
- B. Plot Plan. A plot plan at a minimum scale of one hundred (100) feet to one inch, completed by a licensed surveyor showing the land area affected, easements bounding and intersecting and designated area, the location of existing and proposed structures with supporting open facilities, all surrounding zoning, current and proposed rezoning of the designated area, a vicinity map showing the exact location of the property, and a written legal description.
- C. Development Schedule. The time schedule for the beginning and completion of the development planned by the applicant in the area; if the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.

Upon receipt of an application for amendments with all required information, the Zoning Enforcement Officer shall examine the application and shall make such investigation as is necessary. Within thirty (30) days of the receipt of an application, the Zoning Enforcement Officer shall transmit the application, together with his/her report and recommendations to the Planning Commission.

The Planning Commission shall fix a reasonable time for a public hearing and shall give public notice thereof, as required by law and shall post a notice of such hearing on the property included within the proposed district. The cost of the placement shall be borne by the applicant.

The City Council shall examine all such applications and reports submitted to it and shall take such further action, as it deems necessary and desirable. Before enacting any amendment, the City Council shall hold a public hearing thereon and shall give public notice thereof, as required by law.

Reconsideration. No land for which an application for re-classification has been denied by the City Council shall be considered again by the Planning Commission or the City Council for the same classification for at least six (6) months from the date such application was denied.