



REZONING PROCEDURES

City of Oronoco

Step 1. Completed Petition and attachments are submitted to City Clerk allowing for publishing and notice requirements prior to the regular Planning & Zoning meeting, at which time the public hearing on the matter will be held.

All required information must be received before the application will be placed on a Planning & Zoning meeting agenda.

- Planning & Zoning Meeting Dates: the second Thursday of every month. *(The meeting will be rescheduled if it falls on a holiday. Please check the website for information.)*

Filing Requirements

1. Completed application for Rezoning;
2. Completed Planning & Zoning Briefing Document;
3. Paid fee of \$250.00. (\$2.00 per acre additional, or fraction thereof, in excess of 20 acres per application)
4. Legal description of property to be rezoned;
5. Dependent on the proposed use of the property, one of the following will be required:
 - a. Single Family: Preliminary Plat Application
 - b. Planned Unit Development (PUD): Planned Unit Development Application
 - c. Multi-Family Residential, Commercial, Industrial, or Institutional Buildings: Conceptual plans/drawings

Step 2. City Staff is responsible for the following:

- a. Publish Public Hearing Notice at least ten (10) days prior to the Planning & Zoning meeting (at which time the item will be heard);
- b. Public Hearing Notice mailed at least ten (10) days prior to the public hearing to area residents within a radius of at least 350 feet of proposed rezone property;
- c. Notify Applicant and Planning & Zoning of the Notice of Public Hearing.
- d. Notify Applicant and Planning & Zoning of Staff Report (resident comments) at least three (3) days prior to hearing.

Step 3. Planning Commission holds public hearing and recommends either approval or denial to the City Council.

- The applicant or an authorized representative must be present at the public hearing;
- A rezoning decision must follow the 60 day rule.

- No application for rezoning that has been denied shall be resubmitted for a period of twelve (12) months unless all the reasons for the denial have been rectified.

- Step 4. Rezoning Petition is placed on City Council agenda with Staff Report; Planning & Zoning recommendations noted.
- Step 5. Council acts on petition either approving, denying, or referring it back to Planning & Zoning.
- Step 6. Written notice is sent to the applicant informing him/her of approval or denial. If the request is denied, reason for must be given.
- Step 7. If approved, Council directs staff to draft Ordinance Amendment.
- Step 8. Ordinance Amendment is placed on next City Council agenda (approximately two weeks after initial Council approval).
- Step 9. City Council adopts Ordinance.
- Step 10. Upon adoption by City Council, Amended Ordinance is published in official newspaper. *The publication date becomes the effective date of the ordinance.*