



Town of Alpine

Rezone

PERMIT APPLICATION

Application Process takes at least 30 days for public notice. Please plan accordingly

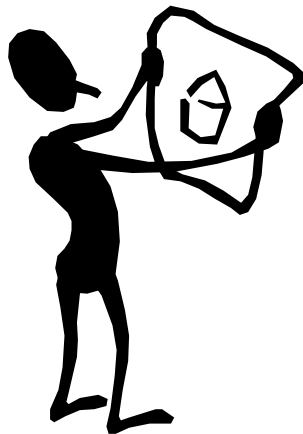
*Failure to complete any one of the steps warrants cancellation of permit request.

Applications are valid for 180 days from the date they were submitted to the Town Office.

There are no refunds on rezone application fees.

P&Z Commission meets the 2nd & 4th Tuesday of every month at 7:30pm

The Property Owner must be present for you permit to be approved!





REZONE PERMIT APPLICATION

Owner Information:

Owner:	Phone:
Mailing Address:	
Physical Address:	
Legal Description (Lot#, Block, Tract & Subdivision)	

Current Zoning:	Proposed Zoning:
Existing Structure(s) Use: (if applicable)	
Reason for Rezone Request: (use separate sheet if needed)	

Property Owners within a 500ft radius of property: (use separate sheet if needed)

Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:
Owner:	Mailing Address:

Signature of Owner or Authorized Representative:	Date:
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FOR TOWN USE ONLY

Date Received:	Permit #:
Permit Fees:	Paid Fees (chk #/cash):



Rezone APPLICATION PROCESS

REZONE PERMIT APPROVAL PROCESS:

STEP 1 -- A Rezone Packet is submitted and all fees paid.

STEP 2 -- The needed notifications are completed.

STEP 3 -- The Planning & Zoning Commission reviews your request; approves, approves with conditions or denies.

STEP 1: Your Rezone Packet must include:

- A rezone application must be completed with all applicable areas filled in. Application must be signed and dated.
- A description of how the zone change will impact the surrounding area must be submitted along with your application.
- All applicable items and fees must be turned in at the time of submittal. Applications are valid for 180 days from time of submittal. Failure to provide the necessary items warrants cancellation of your application.

STEP 2: Notification is required for 30 days:

- Please allow 30 days prior to a meeting for advertisement. You must pay to advertise your hearing in the legal section for 1 week prior to your public hearing. The Town will arrange the advertisement and the newspaper will bill the owner.
- Notices will be sent to property owners within a 500 foot radius of your property.
- A notice will also be posted, by the Town, on the property for 30 days prior to your hearing.

STEP 3: Planning & Zoning Commission Reviews:

- The Planning & Zoning Commission meets the 2nd and 4th Tuesdays of every month at 7:30 p.m. Your meeting will be scheduled on the Tuesday meeting following the 30 day notice. Call the Town Office and speak with the P&Z secretary if you have any questions at, 654-7754.
- As the property owner, you are obligated to attend your public hearing. You may not send a representative in your place.
- Property owners may appear at the public hearing to voice their opinion.
- If your permit is approved by the Planning & Zoning Commission the P&Z Secretary will mail your permit to the address you provided in your rezone packet.

By signing below, I acknowledge that I have read the above instructions, understand them, and agree to follow all Town of Alpine requirements.

Owner Signature

Date