



Building, Licensing & Zoning
216 S. Catawba Street P. O. Box 1149
Lancaster, South Carolina 29721

REQUEST FOR AMENDMENT IN ZONING ORDINANCE

Application Fee \$125.00

FOR OFFICE USE ONLY

Date Received

Fee Paid

Received by

Date

(PLEASE PRINT)

To the Honorable Mayor and City Council:

The undersigned hereby respectfully requests that the City of Lancaster zoning ordinance be amended as described below and submits the following information in support of such request:

- 1. This is a request for a change in the Zoning Text Zoning Map
2. Description of property for which a zoning change is proposed:
3. Attach a plat showing the property as it now exists.
4. Area of subject property (sq. ft. or acres):
5. Describe improvements:
6. Zoning proposed for this property (see section 31-5 of ordinance):
7. Check one: Applicant owns all of the property posed for this zoning change.
8. This involves a change in the following section(s) of the zoning ordinance:
9. Attach an opinion by an attorney as to existence of property restrictions and a statement thereof (if appropriate).
10. Explanation and reasons for proposed change:

(Use back of application if additional space is needed)

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for the proposed amendment rests with the owner.

(PLEASE PRINT)

OWNER(S) NAME:

SIGNATURE:

Owner name lines

Signature lines

MAILING ADDRESS:

PHONE(S):

Mailing address lines

Phone lines



## ZONING ORDINANCE AMENDMENT PROCESS

1. **Application:** An application for amending the zoning map (rezoning) or zoning text should be filed with the Building, Licensing & Zoning Department at least 30 days prior to the Planning & Zoning Commission meeting, which takes place on the first Tuesday of each month. Applications are available in the Building, Licensing & Zoning department located in City Hall (216 S. Catawba Street).
2. **Fee:** A fee of \$125.00 must accompany each application.
3. **Zoning Notice:** Sign(s) will be posted on the property as notice of a pending zoning action. Notice will also be placed in a newspaper of local circulation at least 15 days prior to the Planning Commission meeting.
4. **Meeting/Public Hearing:** The application is referred to the Planning & Zoning Commission meeting for review, a public hearing and a recommendation to City Council concerning the request. The purpose of the public hearing held on each amendment request is to provide an opportunity for interested citizens and property owners to comment in support of or in opposition to the proposed change. The applicant will be advised in writing of the time and place of the Planning Commission meeting during which the application will be considered. The applicant or his representative is asked to be present in order to answer questions concerning the request. The commission will make a recommendation to City Council to approve or disapprove the request.
5. **Council Meeting:** The City Council must hold two readings of an ordinance before a request can be approved. Council meetings are held the second and fourth Tuesday of each month beginning at 7:00 p.m. in the Council Chambers in City Hall (216 S. Catawba Street).
6. **Notification of Council's Actions:** After the final reading, the applicant will be notified by letter of council's actions.