



## **Zoning Map and Text Amendment Checklist**

In order to be deemed complete, the following items must accompany the Rezoning Application:

- A Boundary & Improvements Survey and legal description of each parcel requested to be rezoned.
- If the applicant is not the owner of record, the applicant must provide proof of legal interest in the parcel(s) requested to be rezoned and the signature of the property owner

## **Process for Reviewing a Zoning Map and Text Amendment Application**

The City's process for reviewing a request for rezoning is outlined in Sections 26-8 and 26-9 of the Municipal Code. A brief summary of the process is as follows:

1. The interested parties should schedule a pre-application meeting with the City Planner to discuss the application and submittal requirements.
2. After the pre-application meeting, a completed application with supporting documents should be submitted for review by Staff. Staff will review and issue any comments necessary for revision.
3. The applicant should make any necessary revisions and re-submit to city staff.
4. Once all documents have been provided to city staff's satisfaction, the request will be scheduled for public hearing before the Planning, Zoning, and Architectural Review Commission at their regular monthly meeting. The Planning Commission meets on the 1<sup>st</sup> Wednesday of each month. In reviewing any application for rezoning, the Planning Commission shall identify and evaluate all factors relevant to the application. The facts to be considered by the Commission are outlined in Section 26-9(E) in the City of Crestwood Municipal Code.
5. The Commission shall report its findings in full, along with its recommendation to the Board of Aldermen.
6. The request will be scheduled for public hearing before the Board of Aldermen at their regular monthly meeting. The Board of Aldermen typically meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month, except during summer months when meetings are only held on the 4<sup>th</sup> Tuesday.
7. The Board of Alderman will vote to approve or deny the application.

The above summary of procedures is not fully exhaustive. Each request may involve additional steps or considerations.