



**APPLICATION REQUEST TO CHANGE
 PLANNING AND ZONING ORDINANCE**

Instructions: Complete and sign application and submit along with prepared written materials and application fee to Todd County Planning and Zoning. To be considered a complete application all items must be included. The application fee is \$700.

1) **Applicant Name:** _____

Mailing Address: _____

Phone Number: _____ **Email:** _____

2) **Specific Section of Ordinance** for requested change/addition: _____

3) **Stated Purpose**

Attach a brief narrative explaining why you are applying to change the Ordinance and how you believe the proposed Ordinance changes will affect Todd County.

4) **Proposed Changes (Check all That Apply)**

To create an entirely new ordinance or set of rules to address a new issue or one not currently addressed by Todd County Planning and Zoning Ordinance.

If this box is checked - Attach the new ordinance written as you want it submitted to the Planning Commission.

To better address specific details of the existing Ordinance Section Cited above.

If this box is checked – Attach the sections of Ordinance you would like modified, labeled to be consistent with existing Ordinance, and written as you wish to have it submitted to the Planning Commission.

Example: Section 7.04 B. Omit entire section

Example: Section 7.04 D (i) Each building must be set back at least 200 feet from ordinary high water mark.

Change Ordinance to reflect changes in the Goals and Policies of the county as reflected in the Comprehensive plan or changes in conditions in the county.

If this box is checked – 1) Attach sections of Ordinance you would like modified, labeled to be consistent with the existing Ordinance and written as you wish to have it submitted to the Planning Commission as per examples above. 2) Prepare a written narrative explaining the changes in the Goals and Policies of the County Comprehensive Plan that are not reflected in Ordinance or changes in conditions in the county that you believe warrants a change in the existing Ordinance. Provide credible information to support changes cited.

 Applicant Signature

 Date

 Applicant Signature

 Date



Step by Step Process for Zoning Ordinance Amendment

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| <ol style="list-style-type: none"> 1. Initiating the amendment, process can be initiated in 3 ways. <ol style="list-style-type: none"> a. By application from the public with fee paid for public hearing b. By the Planning Commission c. By Planning and Zoning Office <ol style="list-style-type: none"> i. In scenario b or c, Planning and Zoning is advised to bring the proposed amendments to a County Board Work Session to receive an informal blessing to begin the process. | <p>Date Completed:</p> <hr/> |
| <ol style="list-style-type: none"> 2. Prepare for public hearing <ol style="list-style-type: none"> a. Zoning amendments will be brought before the Planning Commission for purposes of a public hearing. Proper noticing procedure shall be follow to allow for public input. | <p>Date Completed:</p> <hr/> |
| <ol style="list-style-type: none"> 3. Planning Commission <ol style="list-style-type: none"> a. A Planning Commission meeting will be utilized as described in step 2. The PC will gather input from a staff report created by the Planning and Zoning Office and from the general public. The PC will create a single recommendation for the County Board and will provide specific language of the amended ordinance. | <p>Date Completed:</p> <hr/> |
| <ol style="list-style-type: none"> 4. County Board of Commissioners <ol style="list-style-type: none"> a. Planning and Zoning will submit a Board Action Form for the Boards consideration of adopting the proposed amendment. The Board will utilize the PCs recommendation along with additional information provided by P&Z Staff. <ol style="list-style-type: none"> i. If the zoning amendment fails at the County Board level the process is then complete. ii. If the zoning amendment is approved at the County Board level, move to step 5. | <p>Date Completed:</p> <hr/> |
| <ol style="list-style-type: none"> 5. Amend the Ordinance <ol style="list-style-type: none"> a. P&Z Staff will amend the ordinance specifically as it was approved by the County Board. <ol style="list-style-type: none"> i. Change the cover page to include the revision date ii. Change the date of adoption on the last page of the ordinance iii. Make sure the page number align within the table of contents iv. Make sure hyperlink are working correctly v. Have a formal staff review to check for spelling and punctuation errors | <p>Date Completed:</p> <hr/> |
| <ol style="list-style-type: none"> 6. Submit a finalized paper copy to the County Clerk for storing of the “Official Document”. | <p>Date Completed:</p> <hr/> |
| <ol style="list-style-type: none"> 7. Submit an electronic version to the County Recorder for official recording of the document. | <p>Date Completed:</p> <hr/> |