

**FRANKLIN-SIMPSON PLANNING & ZONING
ZONE CHANGE PROCEDURES**

- Form 7 application for zone change filed with the Administrative Office twenty one (21) days prior to any regular meeting of the Planning & Zoning Commission.

It is strongly recommended that you seek the advice of Legal Counsel prior to application.

- All fees paid prior to meeting as follows:
 - \$ 150.00 zoning request fee paid. (Non-refundable)
 - \$ 600.00 Court Reporter fee paid. (Unused balance refunded or additional charges may be required).
 - Names and addresses of adjoining property owners.
 - Certified mailings fees paid at the current Post Office charge for certified mail.
 - \$ 125.00 Fee for preparing "Finding of Facts and Conclusions of Law" if not prepared by applicant's counsel.
 - \$ 300.00 Fee for City or County advertising prior to passage.
 - \$ 200.00 Fee for cost of advertising in local newspaper. (Unused balance refunded or additional charges may be required if advertising charge exceeds \$200)
 - \$ 20.00 Sign fee. (To be posted on subject property visible from the road)
- Copy of deed or legal description.
- Plot Plan and vicinity plan.
- Copy of lease agreement on leased property.
- Finding of Facts and Conclusions of Law showing necessary findings for a zone change.
 1. That the zone change is in agreement with the Comprehensive Plan.

AND

 - a. That the original zoning classification given to the property was inappropriate or improper.

OR

 - b. That there have been major changes of and economic, physical, or social nature within the area which were not anticipated bin the comprehensive plan and have substantially altered the basic character of the area.

Note: In addition to the above referenced times, all fees are to be paid and all information shall be submitted to the Planning and Zoning Office 10 (ten) days prior to the next regular meeting in order to be placed on the meeting agenda.

Authorized signature _____

Date _____