

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

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

The following fees paid and required documents received prior to meeting:

- 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.
- \$ 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. (To be determined)
- \$ 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.
- Fee for cost of advertising in local newspaper. (To be determined)
- \$ 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. A geo-referenced electronic shp. or autocad dwg file will be needed to modify the zoning map.
- Copy of lease agreement on leased property.
- Finding of Facts and Conclusions of Law showing necessary findings for a zone change.
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.

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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.

P&Z Representative Signature _____

Date _____

Form 7

Petitioner is responsible for processing the request and furnishing the Planning and Zoning Office with a copy of all pertinent information 21 days before the regular meeting.

PROPERTY FOR WHICH ZONE CHANGE IS REQUESTED:

Location: _____

Description: _____

Current Owner: _____

Current Use of Property: _____

Describe Adjacent Property: _____

Zone Change Requested From: _____ To: _____

Reason For Zone Change Request: _____

Principal Petitioner(s) MUST BE PRESENT AT THE PLANNING & ZONING COMMISSION BOARD MEETING TO BE HELD ON: _____.

(Date)

Name(s) of **Principal Petitioner(s)**: _____

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Phone Number(s): _____

IT IS STONGLY RECOMMENDED THAT YOU SEEK LEGAL COUNSEL

NOTE: GEO Referenced SHP. File and Supporting Files Referenced To Kentucky State Plane Single Zone Will Be Required For Mapping Purposes. These Can Be Obtained From the Engineer or Surveyor.

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ADJACENT PROPERTY OWNERS NAME & MAILING ADDRESS FORM FOR: _____

Applicants are required to furnish the Franklin-Simpson Planning & Zoning office with the names and mailing address of the owners of all adjacent property. Adjacent property is defined as being property across roads, streets, interstates, rivers, streams, etc., as well as abutting the subject property. The applicant may rely on the records maintained by the Simpson County Property Value Administrator to determine the identity and address of the adjacent property owners.

PVA Map Code #	Location of Property	Name of Property Owner(s)	Mailing Address of Property Owner(s) (Street, State & Zip Code)	Deed Book & Page #

Signature from PVA Office

Signature of Applicant