

CITY OF MONTROSE
RE-ZONING APPLICATION
PLANNING & ZONING COMMISSION
CITY COUNCIL

Date Application Filed: _____

Name of Applicant: _____

Address of property for Re-Zone: _____

_____ Montrose, SD Zip Code: 57048

Phone: _____ Email: _____

Fee: (SET BY CURRENT RESOLUTION) Paid: YES _____ NO _____

Present Zoning District: _____ Proposed Zoning: _____

Site Plan Included: YES _____ NO _____

Signature of Present Owner of Record: _____

Parcel No. of Property: _____

Describe Purpose of Re-Zone Request: _____

Planning & Zoning Commission Comments: _____

Mtg #1 Planning & Zoning Meeting: _____ Time: _____

Publish Date: _____ Posting Date (on property): _____

Action Taken: _____

Mtg #2 Council Meeting – No Vote: _____ Time: _____

Publish Date: _____ Posting Date (on property): _____

Mtg #3 Council Meeting: _____ Time: _____

Action Taken: _____

Ordinance Publishing for 2 (two) consecutive weeks in newspaper; Dates: _____ & _____

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AMENDMENTS AND CHANGE OF ZONE

14.01 Procedure

Zoning amendments and change of zones are changes to the City of Montrose's Zoning Regulations. Applications for amendment may be submitted by either the City or any owner of land within the City. The regulations, restrictions and boundaries set forth in this ordinance may from time to time be amended, supplemented, or repealed, provided however, that no such action may be taken until after public hearings, at which parties in interest and citizens shall have an opportunity to be heard.

The following procedure for requesting an amendment shall be followed:

- A. The Authorized Official of the City of Montrose shall review the application for amendment or change of zone and forward the application and his/her comments to the Planning Commission for review.
- B. The Authorized Official of the City of Montrose shall set the date, time and place for a Planning Commission public hearing. The Authorized Official of the City of Montrose shall post a sign of the public hearing on the property affected by a change of zone. The Authorized Official of the City of Montrose shall also publish notice of the public hearing in a newspaper of general circulation in the area affected for a proposed amendment and change of zone. Such notice shall be published in a legal newspaper of the City once not less than ten (10) days prior to the public hearing.
- C. The public hearing shall be held. Any person may appear in person, or by agent or attorney. Minutes of the public hearing shall be recorded and kept in the records of the Planning Commission.
- D. The Planning Commission shall either recommend or not recommend approval of the amendment to the City Council.
- E. The Authorized Official of the City of Montrose shall set the date, time and place for a City Council public hearing. The Authorized Official of the City of Montrose shall post a sign of the public hearing on the property affected by a change of zone. The Authorized Official of the City of Montrose shall also publish notice of the public hearing in a newspaper of general circulation in the area affected for a proposed amendment or change of zone. Such notice shall be published in a legal newspaper of the City once not less than ten (10) days prior to the public hearing.

- F. The City Council shall either approve or not approve the ordinance describing the proposed amendment or change of zone to these Zoning Regulations, in accordance with standard procedures for reading, approval, publication and effective date.
- G. When a proposed amendment or change of zone is approved by the City Council, the amendment shall take effect twenty (20) days after publication, unless the referendum shall have been invoked.