

PROCEDURE FOR REZONING

Disclaimer: If a Rezoning Applicant is able to comply with all the requirements outlined in this “PROCEDURE FOR REZONING,” the Applicant can expect the rezoning process to take approximately 2-3 months. If there are any complications at any stage of the Rezoning process, the Applicant can expect the process to be significantly longer. An Ordinance does not become effective until the Ordinance is published in a local newspaper.

1. Applicant meets with a City Planning Department Representative to discuss the Procedure for Rezoning.
2. Applicant requests a list of legal descriptions for property owners within 300 feet of the proposed rezoning property from the City Planning Department Representative and requests a list of property owner names and addresses from the County Assessor’s Office.
3. Applicant schedules a neighborhood meeting in order to share the proposal for rezoning with affected property owners, specifically inviting those property owners within the 300 foot radius. The applicant submits the “NEIGHBORHOOD MEETING SIGN-IN LIST OF ATTENDEES” and a brief description of the neighborhood meeting to the City Planning Office.
4. Applicant submits an “APPLICATION FOR REZONING”, “REZONING SIGN LOCATION PLOT PLAN” and non-refundable “REZONING FEE” with the City Planning Office. A Planning Department Representative will alert the Applicant of the next regularly scheduled Planning Commission meeting that complies with the legal requirements for a Public Hearing for the rezoning proposal.

The Public Notice procedure requires publication at least seven (7) days before the initial Planning Commission meeting, and at least fourteen (14) days before the City Council meeting. The Applicant shall be able to advertise the two (2) separate Public Hearings in the same Public Notice advertisement. The Applicant will pay all costs associated with the publication.

Upon approval of the “REZONING SIGN LOCATION PLOT PLAN” the applicant is allowed to place “REZONING SIGN/S” on said property.

5. The Applicant shall prepare an “AFFIDAVIT OF PROPERTY OWNERS NOTIFIED” showing a list of all property owners within the 300 foot radius who were notified of the rezoning request. The “APPLICATION FOR REZONING” and the “AFFIDAVIT OF PROPERTY OWNERS NOTIFIED” shall be presented to the Planning Department, at least fourteen (14) days prior to the Planning Commission meeting. Applicants who are unable to comply with this deadline will not be heard at that month’s Planning Commission meeting. If an “APPLICATION FOR REZONING”

does comply with these Rezoning procedures, it will be heard at the Planning Commission meeting and the applicant, or the applicant's spokesperson should be present.

6. The Applicant requesting the rezoning must notify by regular mail at least seven (7) days prior to the Planning Commission meeting the owners of all private property immediately adjacent to and within a radius of 300 feet of the boundaries of the lot (s) proposed to be rezoned not including the width measurement of any intervening streets or alleys.

This will be the same list furnished by the City Planning Department Representative at the #2 step of the Rezoning Procedure. The ownership and address information will be the same that is attained from the County Assessor's Office in step #2.

The "PUBLIC NOTICE OF REQUEST FOR REZONING" letter will follow the City's format and will be approved by the Planning Department Representative prior to being sent to property owners within the 300 foot radius of the rezoning.

The Applicant may include any approved information related to the Rezoning in the "PUBLIC NOTICE OF REQUEST FOR REZONING" notification to property owners.

The seven (7) day notification period means that the notices are to be mailed so that the property owners being notified receive them at least seven (7) days prior to the Planning Commission meeting. Included in the mailing will be a feedback form, and a pre-addressed/pre-stamped envelope for delivery of said feedback form addressed to:

City Hall - Planning Department – "Applicant's Name" Rezone
46 N Main St.
Buffalo, WY 82834

Upon delivery to City Hall, the feedback forms will be placed in a folder specific to the Rezoning request.

7. The applicant should be prepared to answer the following questions:
- Whether the proposal is in accordance with the City's Comprehensive Plan?
 - Whether the proposal will promote general health, safety and welfare of the community?
 - Whether the proposal has examined the effect on the natural environment?
 - Whether the proposal has considered the impact to transportation, water, sewerage, sanitation, schools, parks, fire, police, and other public services?

8. The recommendation of the Planning Commission will be forwarded along with the application and all supporting documents to the City Council for a public hearing. **A vote**

to recommend or deny the Rezoning proposal by the Planning Commission is not binding to the final decision made by the City Council.

9. Any drawings, plans, or other information which would help explain the Applicant's rezoning request will be of value to adjacent property owners, the Planning Commission and the City Council.

10. Any questions regarding these procedures should be brought to the attention of the Planning Office.

Buffalo Planning Office
46 N Main St
Buffalo, WY 82834
Phone 307-684-5566
Email: cityplanner@vcn.com

REQUIRED DOCUMENTATION FOR A REZONING APPLICATION

NEIGHBORHOOD MEETING SIGN-IN FORM FOR ATTENDEES: A list with the names, addresses, and signatures of any person in attendance at the required pre-application neighborhood meeting.

APPLICATION FOR REZONING: This document demonstrates the general desired zoning change of the Applicant. Included is a Legal description of the property requesting the zoning change and responses to the questions asked within the form by the City's Planning Department.

PUBLIC NOTICE OF REQUEST FOR REZONING: Form letter filled in by the Applicant and officially approved by City Planning staff prior to being published and sent out to all private property owners within a 300 foot radius to the proposed rezoning property.

AFFIDAVIT OF PROPERTY OWNERS NOTIFIED: Private property owners and/or the Applicant sign this document to verify that they have been contacted in the form of a notarized letter detailing the Applicant's plans for rezoning a property.

REZONING SIGN LOCATION PLOT PLAN: A form completed by the Applicant with assistance from the City Planning Department detailing the location and specification requirements of the rezoning sign.

IF THE REZONING IS APPROVED BY THE CITY COUNCIL

ZONING CHANGE UPDATE FORM: This document includes the applicant's name, legal description of the property that was rezoned, and the change in zoning classifications.

PUBLIC NOTICE OF APPLICATION FOR REZONING

Submit to City Hall

Notice is hereby given that on the ____ day of _____, 20__.
_____ filed an APPLICATION FOR REZONING in the
City of Buffalo for Lot (s) _____ of Block (s) _____ of the
_____ Addition to the City of Buffalo. The request is to
rezone the above described property from _____ to _____.
Under the current, _____ zoning designation, the following uses are allowed:

-
-
-

Under the proposed _____ zoning designation, the following uses would be allowed:

-
-

Written comments if there be any will be accepted by Buffalo Zoning and Planning Commission at the Buffalo City Hall, 46 North Main, until 2:00 pm on the ____ day of _____, 20__ at which date persons may also come before the Commission to state their views. All written comments must be signed by the owner of the property so commenting. Written comments and recommendations of the Commission will then be presented to the Buffalo City Council which shall hold a Public Hearing on the rezoning request in the Council Chambers at City Hall at which time persons may also appear at ____ pm on the ____ day of _____, 20__.

END OF PUBLIC NOTICE

Publish on _____

Applicant to pay all costs of publishing.

The Envelope containing the “PUBLIC NOTICE OF APPLICATION FOR REZONING” shall include: **(applicant’s name) REZONE** on the envelope heading. The “PUBLIC NOTICE OF APPLICATION FOR REZONING” shall include a pre-stamped, pre-addressed envelope using City Hall as the mailing address.

✓ REZONING CHECKLIST

- Pre-application meeting with City Planning Office.
- Request a list of Property Legal Descriptions from City Planning Office.
- Request a list of Property Legal Descriptions from the County Assessor's Office.
- Pre-application neighborhood meeting.
- Submit the "APPLICATION FOR REZONING", "REZONING SIGN LOCATION PLOT PLAN" and "REZONING FEE" to the City Planning Office.
- Select appropriate Planning Commission Meeting with City Planning Representative.
- Insert required information into the City's "PUBLIC NOTICE OF REQUEST FOR REZONING" letter and request approval of said letter from City Planning Representative.
- Mail "PUBLIC NOTICE OF REQUEST FOR REZONING" letter and return envelope.
- Submit "AFFIDAVIT OF PROPERTY OWNERS" to the Planning Office.
- Place "REZONING SIGN/S".
- Publish "PUBLIC NOTICE OF REQUEST FOR REZONING" notice in local publication.
- Consider meeting with the City Planning Representative at least three (3) days prior to the Planning Commission meeting to review responses received.
- Be present at the Planning Commission meeting.
- If the Rezoning is recommended for Approval to the City Council by the Planning Commission plan to attend the next regularly scheduled City Council meeting.
- If the Rezoning is passed in a motion by the City Council at first reading, plan to attend the following two (2) regularly scheduled City Council meetings for second and third readings.
- If the Rezoning is approved at the 3rd and final reading by the City Council, submit a "ZONING CHANGE UPDATE FORM" with the City Planning Office.



Pre-Application
NEIGHBORHOOD MEETING SIGN-IN LIST OF ATTENDEES

Compliance with a Rezoning Request with the City of Buffalo

1.
Name: _____
Address: _____

10.
Name: _____
Address: _____

2.
Name: _____
Address: _____

11.
Name: _____
Address: _____

3.
Name: _____
Address: _____

12.
Name: _____
Address: _____

4.
Name: _____
Address: _____

13.
Name: _____
Address: _____

5.
Name: _____
Address: _____

14.
Name: _____
Address: _____

6.
Name: _____
Address: _____

15.
Name: _____
Address: _____

7.
Name: _____
Address: _____

8.
Name: _____
Address: _____

9.
Name: _____
Address: _____

**City of Buffalo
Planning Department
Fee Schedule**

SEC. 29-2.1. CERTAIN FEES.

For the purpose of prescribing minimum standards to safeguard life, health, property and public welfare, certain fees shall be levied to recover administrative and processing cost associated with planning related applications including applications for: rezoning, lot splits, lot line adjustments, petition for annexation, variance, request street vacation, conditional and special use permits. The non-refundable fees shall be due upon submission of applications for said services and shall establish by the following schedule:

PLANNING REQUEST

FEE SCHEDULE

Annexation Petition	\$300 and \$45 per acre
Conditional Use Permit	\$200
Special Use Permit	\$400
Rezoning	\$300
Lot Split	\$450 Single Lot Split per application
Line Adjustment	\$250
Vacation of Street or Alley	\$325
Variance	\$95 Residential; \$325 for all others

(Ord. 1256 § 9, 19/06)