

REZONING APPLICATION INSTRUCTIONS

When filling a rezoning application, the following criteria must be followed:

1. Obtain the application from the Town Clerk's office. Fill out the application completely and have the signature notarized. A certified copy of a survey for the property being zoned needs to accompany the application.
2. If the actual owner of said property is not applying for the rezoning, the applicant must supply an affidavit from the owner.
3. Fee of \$100 made out to the Town of Montgomery must be paid.
4. The applicant must notify the adjoining property owners of the intentions for the property. Certified registered mail is the easiest form of notification.
5. The rezoning application will go before the Area Plan Commission. The APC meets the 2nd Monday of the month. The application must be turned in at least three (3) weeks prior to the meeting.
6. The rezoning application will also go before the Town Council two (2) times. The Council meets the 1st Monday of the Month.

Any questions, please contact Jeremy Wininger at 812-259-9230.

For Office Use Only
APC Docket # _____

Petition to Change Zoning Ordinance

APC Docket # _____

NOTICE: This application must be **typewritten or legibly printed**, accompanied by the information specified, and filed by the legal owners of fifty (50) percent or more of the real estate in area involved in this petition at least 15 business days prior to the date of the public hearing by the APC.

Name of Applicant _____ Phone # _____

Address of Applicant _____

Name of Owner _____ Address _____

Premises affected, Street & # _____

Lot #(s) _____ in _____ Addition

Metes and Bounds Description _____

Plot Size _____ Fronting on _____ Street

Date Property Was Purchased _____

Nature and Size of Improvements Now Existing on Plot _____

Approximate Cost of Proposed Improvements \$ _____

PRESENT ZONING _____ PROPOSED ZONING _____

Provide a full statement of the proposed changes: _____

The above information, to my knowledge and belief, is true and correct. _____

Applicant Signature

State of Indiana, County of _____, ss:

Subscribed and Sworn To Before Me This _____ Day Of _____, 20 _____

Notary Public

My Commission Expires _____, 20 _____

A FEE OF \$100 TO BE PAID TO THE TOWN OF MONTOMGERY MUST ACCOMPANY THIS APPLICATION TO OFFSET THE COST OF ADVERTISING.

For Office Use Only
 APC Docket # _____

SIGNATURE SHEET

We, the undersigned, being the adjoining landowners of property located at _____
 _____ have been notified of the petitioner's intent to _____

Notice: This petition does not indicate that you, the adjoining landowner, approve or disapprove of the request, but is an acknowledgement you have been duly notified. The applications will be heard at a public hearing which will be advertised in the Washington Times Herald.

Property Owner Signature	Address	Phone #	Date
A. _____	_____	_____	_____
B. _____	_____	_____	_____
C. _____	_____	_____	_____
D. _____	_____	_____	_____
E. _____	_____	_____	_____
F. _____	_____	_____	_____
G. _____	_____	_____	_____
H. _____	_____	_____	_____

Property Owner's Location Relative To That Of The Petitioner

A.	B.	C.
D.	Petitioner's Property	E.
F.	G.	H.

The above information, to my knowledge and belief, is true and correct.

 Petitioner's Signature

**REGISTERED/CERTIFIED LETTERS FOR VARIANCES, CONDITIONAL USES, PLAT APPLICATIONS, AND
 REZONING APPLICATIONS**

When registered/certified letters are sent to adjoining property owners for variances, conditional uses, plat applications, and rezoning applications, the letter must tell the adjoining property owner the intentions of the applicant, the date, time and place for the plan commission or board of zoning appeals meeting, and the zoning enforcement officer's name and telephone number so he can be contacted if necessary.