

**CITY OF SPENCER  
REZONING REQUEST FORM**

1. In order to be placed on the City of Spencer Municipal Planning Commission's agenda, this form must be filled out and turned in seven days prior to the planning commission's meeting date.
2. The regular meeting date of the Planning Commission is held on the 1st Thursday of each month at 5:30 p.m. at the old city hall building on Spring Street..
3. Rezoning Process (an average two to three month process):
  - A) Completed application submitted to city hall seven days before Planning Commission meeting date.
  - B) Planning Commission reviews the rezoning request and makes a recommendation to the Spencer Board of Mayor and Alderpersons .
  - C) The Spencer Board of Mayor and Alderpersons reviews the request as a rezoning ordinance.
    - (1) There must be two readings of the rezoning ordinance.
    - (2) There must be a public hearing held, by the Board of Mayor Alderpersons, with notice given in a local circulation newspaper at least 15 days prior to the hearing date.
4. If the rezoning ordinance passes, the Official Zoning Map of City of Spencer is amended to show the change in zoning.

**PROPERTY OWNER:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: WORK: \_\_\_\_\_ HOME: \_\_\_\_\_

**REPRESENTATIVE/DEVELOPER (if different from property owner):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (WORK): \_\_\_\_\_ (HOME): \_\_\_\_\_

**PROPERTY DESCRIPTION & LOCATION:**

PROPERTY ADDRESS: \_\_\_\_\_

TAX MAP IDENTIFICATION: MAP #: \_\_\_\_\_ GROUP # \_\_\_\_\_ PARCEL # \_\_\_\_\_

SIZE OF PROPERTY (Acreage or square feet): \_\_\_\_\_

**ZONING:**

CURRENT ZONING CLASSIFICATION: \_\_\_\_\_

REQUESTED ZONING CLASSIFICATION: \_\_\_\_\_

The City of Spencer discourages the partial zoning of property. However, if the owner requests a rezoning of this nature, then he/she is required to have a survey plat prepared of the property that shows the boundary and area that is being considered for rezoning. A survey plat is not required if the area of the property requested for rezoning is the same zone that already exists for the rest of the property.

