

CITY OF HARTFORD
REQUEST FOR ZONING CHANGE
(PLEASE PRINT OR TYPE)

For official use only (2021)

Review Fee: 100.604.444100.44410 (#76)	\$400.00	PC date: _____
Processing Fee: 100.125.461100.46112	\$15.00	CC date: _____
Technology Fee: 100.240.440000.44250	\$5.00	

Date Paid: _____ Received: _____

Address of Subject Property: _____
Tax Key Number: _____
Legal Description or Metes & Bounds Description: _____
Existing Zoning: _____ Proposed Zoning: _____
Existing Use: _____
Proposed Use: _____

Applicant Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Email: _____
Owner Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Email: _____
Attorney Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Daytime Phone: _____ Email: _____

REQUEST FOR ZONING CHANGE:

The Common Council may, by ordinance, amend zoning district boundaries after prior review by the Plan Commission and after holding a public hearing. The public hearing may only be held after notice of the public hearing appears in the official City newspaper for at least two consecutive weeks and at least

seven days prior to the public hearing. In addition, all owners of property within 200 feet of the subject property will be notified by mail at least ten days prior to the public hearing. Once approved by the Common Council, zoning will revert back to the previous zoning if district regulations are not met within eighteen (18) months (following proper notification).

Supporting Information:

The following supporting information must be submitted with this application:

1. **Plot Plan drawn to scale of one (1) inch equals 100 feet showing the area proposed to be rezoned, its location, its dimensions, the location and classification of adjacent zoning districts, and the location and existing use of all properties within 200 feet of the area to be rezoned.**
2. **A reduced copy of the plot plan (subject property only). Drawing sheets should be at least 8.5 x 11 and no larger than 11 x 17.**
3. **A digital copy of the Plot Plan (PDF) and the legal description (word doc).**
4. **A Letter of Request addressed to the City Clerk from the owner(s) of the subject property.**
5. **Additional information required by the City Staff or any information that the applicant would like to submit to support the application.**
6. **IF in the Extraterritorial boundaries - a copy of the signed Town Zoning Change Request approval form.**

Signature of Applicant: _____ Date: _____

Signature of Owner (if different): _____ Date: _____

(Power of Attorney or written authorization required if owner is unable to sign.)