



CITY OF WORLAND
APPLICATION TO AMEND ZONE DESIGNATION

APPLICANT: _____ OWNER(S): _____

ADDRESS: _____ ADDRESS: _____

PHONE: _____ PHONE: _____

LEGAL DESCRIPTION OF PROPERTY TO BE CONSIDERED FOR ZONING AMENDMENT:

COMMON ADDRESS: _____

PURPOSE AND INTENT OF REQUEST (ATTACH IF NECESSARY):

EXISTING USE: _____

PRESENT ZONE DESIGNATION: _____ PROPOSED ZONE DESIGNATION: _____

IS THIS PROPOSED AMENDMENT TO THE ZONING MAP OR TO THE LANGUAGE WITHIN THE ZONING ORDINANCE? MAP _____ ORDINANCE _____ (CHECK ONE OR BOTH)

SUPPORTING INFORMATION:
(ATTACH TO APPLICATION)

1. Map of area to be amended showing adjacent property, zone designation and current use of property within area.
2. Map of area to be amended showing names and addresses of all property owners within one hundred-forty (140) feet of parcel(s) to be amended. In determining the 140 feet, the width of an intervening street, alley, or any other right of way shall not be included.

***NOTIFICATION PROCEDURE FOR SPECIAL EXEMPTION
VARIANCE, AND ZONE CHANGE REQUEST***

For the purposes of approving or denying an application for special exemption, variance, or zone change request, and insuring full protection of the applicant's rights as well as the interest of other property owners and residents, applicants are required to notify property owners who, due to their location to subject property alone, may be construed as having a particular interest in the action of the Board of Adjustment and Planning Commission. Following the procedure outlined below shall perform notification of property owners who may hold an interest in the Board's action.

1. A written application for a special exemption is submitted to the zoning coordinator a minimum of 25 days before the public hearing indicating the section of their ordinance under which the special exemption is sought and stating the grounds on which it is requested.
2. The applicant shall advise the BA&PC of applicant's intent by attending a fact-finding meeting with the exception of adult and child daycare applicants. The fact finding meeting shall be held at the next regularly scheduled Board of Adjustment and Planning Commission meeting, unless evidence of unusual circumstances or hardship is submitted which would cause the fact finding meeting to be scheduled prior. At this meeting, the BA&PC will establish the date and time for a public hearing.
3. The Community Development Director shall provide written notice of the date, time and place of the hearing to the applicant in person or by First Class Mail.
4. The applicant shall notify by certified mail, return receipt requested, all property owners whose property resides within 140 feet of the property proposed, or is separated exclusively by a right-of-way from the said property. The applicant shall furnish the Planning Commission with a list of the property owners to be notified. Failure to contact anyone shall invalidate the hearing.
5. The applicant shall cause notice of the hearing to be published three (3) times in a newspaper of general circulation in Washakie County at least fifteen (15) days prior to the hearing. Notice shall include a general description of the location of the proposed special exemption, the intent, date, time and place of the public hearing. The City will, however, be responsible for said notice involving adult and child daycare applicants.
6. The applicant shall erect upon the property, or aggregate of the properties described within the application and to which the applicant applies, one or more signs containing notice of the public hearing stating the date, time and place the hearing will be held and the applicants' intent. The location, wording and specifications for such signs shall be provided by the City. The sign(s) shall be posted for a period of not less than fifteen (15) days prior to the date of the hearings.