

## **HOW TO COMPLETE THE HENRY COUNTY ZONING MAP AMENDMENT APPLICATION**

1. **Applicant:** Name and full mailing address of the applicant as well as phone numbers where the owner can be contacted from 8 a.m. to 5 p.m. Monday through Friday and at home.
2. **Status of Applicant:** Indicate the applicant's relationship to the owner of the property.
3. **Legal Description:** Give the section, township, and range for said site and provide the proper legal description if it is not given on the attached site plan. Also include street address of property where zoning change is proposed to occur if known.
4. **Present Use:** Indicate what type of operation or land use is currently active on the property.
5. **Present Zoning District:** Contact County Planning & Zoning for this information (319) 385-0746.
6. **Proposed Zoning District:** Indicate which designation the property is proposed to be changed to. If unsure, contact County Planning & Zoning for this information (319) 385-0746.
7. **Reason for Rezoning Request:** Provide a description of why you want the described property rezoned.
8. **Describe Changes to Existing and New Structures or Land:** Describe each new structure or any alteration of an existing structure by indicating its type, intended use, and dimensions. Examples of a new structure include: single family dwelling, residential garage, addition to dwelling, commercial storage building, billboard sign, deck, etc. Examples of changes in use include: converting a garage to a storage building, converting a residence to a boarding house, etc. Any changes to the land, such as grading, fill dirt, etc. must be documented as well.
9. **List of Property Owners within 500 Feet of Proposed Change Property:** All property owners within 500 feet of the property for which a rezoning is proposed must be listed. The 500' radius is measured from all points on each lot line delineating the property. This information can be furnished at the Auditor's Office at 385-0756.
10. **Required Attachments and Additional Documentation Submitted:** A rezoning application must be accompanied by a rezoning plat and payment of the proper filing fee. The applicant must also provide any information required by the Planning and Zoning Administrator before the application will be reviewed by the Zoning Commission.
11. **Signature:** The permit must be signed and dated, followed by a printed or typed name.

Questions concerning this form may be directed to:  
Henry County Planning & Zoning  
County Courthouse (mailing address on reverse side)  
(319) 385-0746