

**CITY OF INDIAN ROCKS BEACH
INFORMATION SHEET FOR THOSE SEEKING
RE-ZONING OF REAL PROPERTY**

1. Be certain that the application is completely filled out and all requirements for filing the Application have been met. Incomplete applications cannot be considered.
2. Note the property description section. The type of structure presently on the land must be shown; for example, "single-family residence", "one-story real estate office", etc. If there are no structures at all on the land, then the answer is "none".
3. Proposed use and the effect of granting the Application must be shown.
4. One copy of a plot plan of the site, drawn to scale, must be submitted with the Application. The plot plan must show the size and dimensions of the lot, the location and dimensions of any existing structures, and the location and size of any proposed structures. Where the proposed use will require curb cuts, off-street parking and loading, and similar facilities, these must be shown on the plan. Location of any proposed screening or buffering should be shown, together with type, height, and dimensions. These site plans are used by the Board in considering the Application and the Applicant is well advised to submit carefully drawn plans. When possible, plans should be submitted on plain paper at least 8 1/2" x 11".
5. As an official agency of the City government, the Board must balance the public and the private interest in the matters entrusted to it. The Applicant should, therefore, be extremely careful in stating his reasons why he believes the Applications should be granted.
6. The completed application, together with the fee in the amount of **\$600.00**, pursuant to City Code of Ordinances, Chapter 15, Section 15-20, Public Hearing Fees, **MUST** be received at least 30 days prior to the next regularly scheduled Planning & Zoning Board meeting. Applications received after that time must be held over to the following meeting. **The applicant shall pay the advertising and notification costs of the public hearing. A deposit of \$2,000.00 for advertising fee shall be required at the time the application is submitted. If the costs of advertising and notification is less than \$2,000.00, the difference will be refunded to the applicant. Advertisement and notification requirements are stipulated by Florida Statute for land use amendments. If the actual costs are greater than \$2,000, the difference shall be paid by the applicant within 30 days after final action. When legal counsel and/or a consultant are required by the city, actual cost of legal and consulting fees shall be paid by the applicant within 30 days after final action.**
7. Applicants are advised that should a land use change be required for the requested zoning change, such land use change must be reviewed and approved by appropriate County and State agencies prior to second and final reading of ordinances on requested change(s). This review can take from 90 to 180 days.
8. The general procedure for rezoning requests is as follows:
 1. Hearing and recommendation by Planning & Zoning Board.
 2. Hearing and Recommendation by Local Planning Agency (L.P.A.), for a land use change.
 3. Hearing(s) by the City Commission on ordinance for rezoning