

## Standard Rezone Filing Checklist, (non-PD)

Check when completed	Forms	Deadline
	Petition	At time of Filing
	Notarized Consent (if necessary)	At time of Filing
	Interested Parties List	At time of Filing
	Notice of Public Hearing	At time of Filing
	Notice of Public Hearing Release Form	At time of Filing
	Notice to Interested Parties Letter	At time of Filing
	Ordinances (17 copies)	At time of Filing
	WL City-Campus Community Collaboration Zone Verification (if necessary)	At time of Filing
	Copy of layout and Checkpoints for proposed Subdivision (required if rezoning from agriculture to residential)	At time of Filing
	Fee, \$500 for rezone, \$10 per sign per frontage	At time of Filing
	Commitment (6), Acknowledgment of Administrative Officer Form, and additional \$100 (if necessary)	At time of Filing
	Purchase from APC (\$10 per sign) and post sign on each frontage of property	At least 10 days prior to meeting
	Mail Letters: by certified mail send to every name on the submitted list of interested parties: <b><u>including one to APC executive director</u></b>	At least 10 days prior to meeting
	Obtain a copy of the Proof of Publications (POP), contact newspaper if needed, you will need to pay the bill first	Day of APC meeting or earlier
Please email <a href="mailto:Ganlepubnotices@gannett.com">Ganlepubnotices@gannett.com</a> / <a href="mailto:Ganlepubnotices4@gannett.com">Ganlepubnotices4@gannett.com</a> to follow up on <b>Journal &amp; Courier</b> for your Proof of Publication		
	The Affidavit of Notice to Interested Parties form, signed by you and notarized on the day of the meeting	Day of APC meeting
	All the Certified Mail receipts from the post office for the letters you've sent out	Day of APC meeting or after sending
	The Affidavit of Sign Posting form, signed by you and notarized on the day of the meeting	Day of APC meeting
<b>APC MEETING 3RD WEDNESDAY OF THE MONTH AT 6PM</b>		