

TOWN OF ELGIN REZONING PROCEDURES

1. Application: An application for rezoning must be filed with the Town at least 7 days prior to a scheduled meeting of the Planning Commission, which is held on the _____ of each month. Application forms are available upon request at Town Hall.
2. Fee: An application fee of \$240 must accompany all rezoning applications.
3. Planning Commission Meeting: The applicant will be advised of the time and place of the meeting of the Planning Commission. The applicant or a representative is asked to be present at the meeting in order to answer questions concerning his/her application.
4. Council Meeting: After the application has been reviewed by the Planning Commission, it is then forwarded to Town Council.
5. Public Hearing: A public hearing will be scheduled and held by Town Council on each rezoning application, to provide an opportunity for interested citizens to comment.

The Zoning Administrator will have published a Legal Notice in the newspaper of the public hearing. The notice will appear in the paper not less than 15 days prior to the date of the public hearing.
6. Notification of Council's Actions: After the final reading by Town Council, the applicant will be notified of Council's actions.
7. Zoning Change Posted: After final action by Town Council, the proposed map change, if approved, will be recorded on the Official Zoning Map(s) by the Zoning Administrator.