



City Of Willoughby Planning Commission
One Public Square Willoughby, Ohio 44094
P: (440) 953-4118 (440) 953-4119

REQUEST FOR REZONING

Request must be in the form of a letter of petition addressed to The Planning Commission stating the zoning change being sought, the reason for or basis upon which the applicant makes such a request. The letter of request must be accompanied by the following:

1. Submit a request to be on the Planning Commission agenda for an informal discussion, then the application may be submitted.
2. A check in the amount of \$150.00 payable to The City of Willoughby.
3. A legal description of the property to be rezoned.
4. A plan drawn to scale showing the parcel or parcels described in the legal description and also showing contiguous parcels. (1 large scale drawing and (10) 11 x 17 copies required for mailing).
5. A list of the full name(s) and tax mailing address(es) as recorded with the Lake County Auditor of all owners of property within 300 feet of the area proposed to be rezoned on a separate piece of paper. (see instructions on last page).
6. Proof of ownership of the land to be rezoned or evidence of option to purchase or written authorization of the owner.
7. **ENVIRONMENTAL ASSESSMENT STATEMENT (EAS)** In conjunction with all requests for rezoning, per C.O. 1109.12 an Environmental Assessment Statement must be filed with the Chief Building/Zoning Inspector. Environmental Assessment Statement forms are available from the Building Department.

Planning Commission meetings are held on the 2nd and 4th Thursdays of each month at 7:00 p.m. in the Council Chambers of the Willoughby Municipal Hall, One Public Square. Deadline for inclusion on the Planning Commission Agenda is **at least 22 days prior** to the Commission (holidays may affect these dates, please check with the Planning Commission secretary).

Applicant must first appear before Planning Commission for discussion only. Please contact the Commission secretary to be added to the agenda for discussion. After a formal submittal of an application for rezoning the public hearing will be scheduled by the Planning Commission for the next available meeting. A legal notice publicizing the request for rezoning must be published and also mailed to the owners of property within 300 ft. of the proposed change **at least 15 days prior to the date of the hearing**. The Planning Commission shall transmit to Council their recommendation for either approval or rejection of the request. Council shall then schedule a public hearing prior to making a decision on adoption of the proposed zoning change.

Request For Rezoning Application Procedures

1. **PARCEL ADDRESS:** Address of property for which rezoning is requested. If property is vacant, Planning Commission will assign a tentative address.
2. **PERMANENT PARCEL NO.:** The number assigned to the property in the Lake County Tax Records. The Planning Commission Secretary may assist you in obtaining this number.
3. **CURRENT ZONING DISTRICT:** As identified on the Official Zoning Map. The Planning Commission may assist you with the district. **PROPOSED ZONING:** as requested by applicant.
4. **APPLICANT NAME, ADDRESS, PHONE NO. & EMAIL ADDRESS:** Applicant may be any person authorized by the landowner to request change of zoning. Evidence of such authority, such as a purchase agreement or option instrument, is required.
5. **IF OTHER THAN LANDOWNER:** See item #4
6. **PROPOSED USE OF LAND:** Describe as clearly as possible the proposed activity or use for which the rezoning is requested.
7. **EXHIBIT DOCUMENTATION:** Attach additional information, drawings, or exhibits which will assist the Planning Commission to clearly understand your request and to make an informal and timely decision. The Commission may require the following data if applicable to your request:
 - A. Preliminary site plan
 - B. Traffic analysis
 - C. Drainage analysis
 - D. Construction schedule
 - E. Any other information deemed necessary to assess the impact of your proposal.

It is recommended to consult with the Planning Commission Secretary about the contents of your application.

8. **SIGNATURE:** Be sure to sign and date the application.

Application To Change Zone Map

1. Parcel Address _____

2. Permanent Parcel No. _____

3. Current Zoning _____ Proposed Zoning _____

4. Applicant Name _____

Address _____

City _____ State _____ Zip _____

COMPLETE THIS SECTION IF APPLICANT IS OTHER THAN LANDOWNER:

5. Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Email Address _____

6. Proposed Use of Land _____

PURSUANT TO C.O. 1115.06, A developer may submit a development plan at the time an application for an amendment is submitted. The Planning Commission and Council may review the two applications simultaneously, but shall consider each as a separate, independent application. A development plan shall be reviewed according to [Section 1109.04](#) and shall be approved only if the application for rezoning is approved.

7. Briefly Describe Exhibits Which Are Part Of This Application:

- a. _____
- b. _____
- c. _____
- d. _____
- e. _____

8. THE UNDERSIGNED APPLICANT HEREBY REQUESTS A CHANGE OF THE ZONE MAP ON THE BASIS OF THE REPRESENTATION CONTAINED HEREIN.

Applicant Signature _____ Date _____

GIS Instructions To Find Addresses Within 200'/300' Of Property Boundary

Go to www.lakegis.org

Click on picture on left hand side- LAKENAVIGATOR 3.0 BETA

You will see five gray boxes- Click on the one with the envelope all the way to the right. A box pops up that will say **Buffer/Public Notification**. The first box says- **Select or search for a feature in the map**. Type the street number and street only (no extension i.e. Road, Street etc.) in this box. Next check the box that says **Apply a search distance**. It currently says 300'. (If you are in an R-50 district you will need to change this to 200'.) Then click the search icon (next to where you entered the address).

Scroll down with the thin gray bar to the right until you see the **DOWNLOAD** button. Click this button. At the bottom of your screen click open or save (depends on what version your computer program is).

Once you open the document in Excel the names may be squeezed together. You may need to adjust the columns. You will need to highlight all three columns A, B and C and then click the **FORMAT** button at the top right of your screen. This will bring up a drop down box. You can then click on **AutoFit Column Width**. Once you click this button you should see the entire list of names, addresses and cities with zip codes. You may also have to adjust your margins for the list to print properly.

If you need further assistance, please call the Lake County Auditor's Office at (440)350-2534.