



# City of Alliance Application to Rezone

Community Development  
324 Laramie Avenue  
Alliance, NE 69301  
(308) 762-5400 - phone  
(308) 762-7848 - fax

**Instructions:**

- A.** Fill out the application form completely. Please type or print. Use additional sheets if necessary.
- B.** Please sign and date the application form.
- C.** Filing fee is \$150.00. Please make check payable to “*The City of Alliance.*”
- D.** Include a site plan identify existing buildings, structures, and other pertinent features.
- E.** Submit a certified list of the names, addresses, legal descriptions, and the corresponding Parcel Information Numbers assigned by the Box Butte County Assessor of the surface owners of the property within three hundred (300') feet of the subject property. The source of such records shall be the records of the Box Butte County Assessor.

1.	Property Owner’s Name:	Phone:
2.	Owner’s Property Address:	
3.	Legal Description of Property:	
4.	Property Address:	
5.	Present Use of the Property:	
6.	Present Zoning Classification:	
7.	Requested Zoning Classification:	
8.	Reason for Rezoning:	
9.	Lot Size/Acreage of Property:	
10.	The zoning administrator, who may be accompanied by others, is hereby authorized to enter the property, during normal working hours for the purpose of becoming familiar with the proposed situation.	
11.	Attached	<input type="checkbox"/> Filing Fee <input type="checkbox"/> Site Plan <input type="checkbox"/> List of names/addresses of property owners within 300 feet of the subject property certified by the Box Butte County Assessor’s Office.

<b>Signatures:</b>				
	Applicant	Date	Property Owner ( <i>Owner of Record</i> )	Date
	Applicant	Date	Property Owner ( <i>Owner of Record</i> )	Date

<b>Office Use Only</b>				
Date Received:		Filing Fee - \$150.00	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Received By:		Date of Public Hearing:		

**When do I need to have my application turned in?**

Complete applications along with all other necessary information, fees, and submittals, must be turned in to the Community Development Department no less than 15 working days before the date of the next regularly scheduled meeting of the Planning Commission. The Planning Commission meets the second Tuesday of the month.

**How long is the rezoning process?**

If the application and all other necessary submittals are received by Community Development in time for the next meeting of the Planning Commission, the process takes about two and a half months.

**What else is needed with my application?**

A filing fee of \$150.00; a site plan containing the dimensions of the property, locations, size and areas used for parking located on the property, including driveways, distances of covered structures from each other and the property line, and identification of street(s), alley, and a north direction arrow; and, a list from the Box Butte County Assessor's office of property owners located within 300' from each property line of the subject property.

**What happens once I submit my application?**

Property owners within 300' of the subject property will be notified of the proposed rezone by either notification letters or a sign posted on the subject property. The week before the meeting, you will be given a packet with the same material the Planning Commissioners will receive.

**When and where does the Planning Commission meet?**

The Planning Commission meets on the second Tuesday of the month at 6:30 p.m. in the Board of Education meeting room of the School Administration Building, located at 1604 Sweetwater Avenue.

**How will the Planning Commission meeting proceed?**

The Chairman of the Planning Commission will open a Public Hearing and ask for any comments related to your application. Once all comments have been stated, the Chairman will close the Public Hearing and make a motion to either approve or deny a recommendation to the City Council.

**When and where does the City Council meet?**

The City Council meets at the same location as the Planning Commission but on the first and third Tuesday of the month at 7:00 p.m. To meet posting and public hearing notification requirements, the earliest meeting the rezone may be presented to Council at is the first meeting of the month following the Planning Commission hearing.

**How will the City Council meeting proceed?**

The City Council will conduct a public hearing in the same manner as the Planning Commission; however, the City Council will read the ordinance rezoning the property at three different successive meetings.