

## APPENDIX N PROCEDURE FOR REZONING

### Procedure for Rezoning:

1. The owner or his/her agent petitions to have their property rezoned (Appendix N).
2. The Spink County Planning and Zoning Board must hold a public hearing on the rezoning request. The Spink County Zoning Administrator gives notice in the newspaper once a week for two (2) successive weeks before the public hearing by the Planning and Zoning Board.
3. \*The requesting landowner is responsible for notifying ALL abutting landowners by certified mail at least one (1) week prior to the public hearing, and that the requesting landowner will provide proof of such notification to the Spink County Zoning Administrator no later than seven (7) days prior to the public meeting. If the requesting landowner fails to provide such proof, the Spink County Planning and Zoning Board will not hear the rezoning request.
4. Spink County Planning and Zoning Board hearing is held; they recommend either approval or denial of the rezoning to the County Commissioners.
5. Notice is given by the County Auditor in the newspaper one time, ten (10) days prior to the hearing by the County Commissioners.
6. Commissioners hold hearing, and take action. ***If approved by the County Commissioners, the rezoning becomes effective twenty (20) days after a summary of the action is published in the county's newspapers.***
7. The Spink County Zoning Administrator files the certified copy of any maps or charts with the Register of Deeds.
8. Any changes to zoning district boundaries must be made in accordance with 4.02, Zoning Map Changes.
10. Paper work due in office by: \_\_\_\_\_  
(This is to ensure that #2 on the above list can be fulfilled).

Next Planning and Zoning Meeting: \_\_\_\_\_

County Commissioners Meeting: \_\_\_\_\_

*\*It is advisable for the notice to list BOTH the Planning Board meeting date and the required County Commission meeting dates. This way, if there is any opposition, it will surface at the Planning Board level and may affect their (Planning Board) recommendation to the full board of County Commissioners.*

*It is also to be noted that the party responsible for getting a plat prepared (whether by an engineer or other service), is responsible for turning the appropriate plat documents over to the County to be filed.*