

Monroe County Planning and Zoning Process for Zoning Change Request

- 1) Fill out the application completely, incomplete applications will not be accepted.
- 2) Turn into the Zoning Office with all required documentation and the application fee of **\$300.00**. (check, cash, card or money order)
- 3) The Zoning Office will advertise through the Monroe County Reporter, Planning and Zoning Facebook page, Instagram page, Remind App, Zoning Newsletter email and the Monroe County Website.
- 4) Letters with the information for the application will be sent out to all property owners within **200 feet** of the subject property. These letters will list the time, date, location of public hearing and explanation of what is being requested.
- 5) Zoning Office will place a Zoning Request sign at the property and a picture(s) will be taken. This sign will be placed and picked up by the Zoning Office **ONLY**.
- 6) Two public hearings will take place. The applicant, property owner, or representative of the application will need to be present at both public hearings. Planning and Zoning Public Hearing and Board of Commissioners Public Hearing will be a week apart.
- 7) The meeting date will be assigned once the application is turned in to the Zoning Office.