

Highland Plan Commission

Rezoning Checklist

Docket # _____ (assigned at preliminary hearing)

Petitioner(s) _____ Phone # _____

Project Address _____

Action	Date needed by petitioner	Date of hearing	Date received	Date completed
Written notice to appear at study session prior to preliminary hearing (No later than the last Wed. of the month)				
Study session prior to preliminary hearing				
Present location				
File application and pay fees (no later than 7 day prior to preliminary hearing)				
Provide Proof of Ownership or vested interest (Submit with application)				
Preliminary hearing				
Publish legal notice (I.C. 5-3-1) (Post Tribune, Times)				
Post Notice Sign on the property				
Attend study session prior to public hearing				
Present 10 copies of area map identifying area to be rezoned.				
Submit proof of legal advertisement 24 hr. prior to public hearing date				
Submit written Ordinance & Plan Commission certification along with 3 ½ diskette 24 hr. prior to public hearing				
Public Hearing				
Plan Commission approval				
Plan Commission disapproval				
Attend Town Council Meeting				
Town Council approval				
Town Council disapproval				

