

CHANGE OF ZONING REQUESTS

When any proposed change of zoning is initiated by an owner or owners of real estate in the City of Virginia, a letter formally requesting the change must be filed with the City Clerk's Office. A non-refundable application fee of \$100.00 shall accompany the request.

All rezoning requests require a public hearing. Public hearings for rezoning are heard by the Planning and Zoning Commission. This Commission meets on the 1st Monday of every month. Rezoning requests must be received by the City Clerk's Office by the 15th of the previous month to the regularly scheduled Planning and Zoning Meeting.

All rezoning request letters shall contain the following information:

1. The applicant's name and address;
2. A legal description and street address of the property proposed to be reclassified;
3. The name and address of the owner or owners of the said property;
4. The present zoning classification and existing uses of the property proposed to be reclassified;
5. The area of the property proposed to be reclassified, stated in square feet or acres, or fraction thereof; and,
6. A map drawn to scale, clearly showing the property proposed to be reclassified and its present zoning classification and existing uses.

PLEASE NOTE: A certified land survey will be required for any variances needed for the project.

If you have any questions about rezoning, please contact the City Engineering Department at (218) 748-7500.