



REZONING APPLICATION

SITE/PROPERTY LOCATION:

Property Address: _____ Tax Map Number(s): _____

APPLICANT: _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

PROPERTY OWNER (if different from Applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

	<i>Current</i>	<i>Requested/Proposed</i>
Zoning District:	_____	_____
Property Use:	_____	_____
Project Description (be specific):	_____ _____ _____ _____	

No. of Parcels: _____ Acreage of Parcel(s): _____

Submittal Checklist*:

- ☐ Consent Letter from Property Owner (if application is not signed by property owner)
- ☐ Cover Letter explaining your request in detail
- ☐ Neighborhood meeting materials (meeting notice, mailing list, sign-in list, meeting summary)
- ☐ Application Fee (see "Rezoning Guide")
- ☐ Survey/Boundary Map – 1 printed copy/1 PDF copy

*Staff reserves the right to request additional information and/or materials as necessary

I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. I authorize appropriate public notice signs to be posted on the subject property and for appropriate City staff to enter onto the property. I additionally consent that the information presented in this application is public information and consent that the Mauldin Planning Commission may review this application in front of the public.

_____	_____	_____
Property Owner Signature	Printed Name	Date

FOR CITY STAFF USE ONLY			
Date Received: _____	By: _____	Docket #: _____	Zoning District: _____
Comments: _____	PC Review: _____	CC Review: _____	
_____		☐ APPROVED (☐ with conditions) ☐ DENIED	

What Is the Process for a Rezoning?

1 Neighborhood Meeting

- The applicant must schedule and conduct a neighborhood meeting at which they can introduce and talk about their proposed development or use of the property.
- The neighborhood meeting must be held on a weekday no earlier than 5:30 PM and not later than 9:00 PM.
- The neighborhood meeting must be held at a public place with a sufficiently sized meeting room.
- At least 10 days before the neighborhood meeting, the applicant must post a sign on the property **along each adjacent roadway** to advertise the date, time, and place of the neighborhood meeting.
- At least 7 days before the neighborhood meeting, the applicant must mail a notice of the meeting to all property owners within 200 feet of the property to be rezoned.

2 Submit an Application

- After the neighborhood meeting, the applicant can submit a rezoning application.
- The application deadline is 4:00 PM on the fourth Tuesday of each month.
- The application should include the proper form used by the City of Mauldin and be accompanied by:
 - (1) a copy of the neighborhood meeting notice,
 - (2) a copy of the neighborhood meeting mailing list,
 - (3) a sign-in list of the names and addresses of the people who attended the neighborhood meeting,
 - (4) a report of the comments provided by meeting attendees and how these comments were answered at the meeting, and
 - (5) the application fee.

3 Staff Review

- City staff will review your application to make sure that it is complete.
- City staff will send your application, along with its own report, to the members of the Planning Commission.
- City staff will **place a sign on the property** to advertise the Planning Commission meeting.

4 Planning Commission Meeting

- The Commission typically meets on the 4th Tuesday of the month at 6:00 pm at City Hall.
- You will be expected to attend the meeting to formally present your request and to answer any questions from the Commission.
- At the meeting, the Commission will provide an opportunity for members of the public to comment on your rezoning request.
- At the meeting, the Commission will vote on an affirmative or negative recommendation to City Council.

5 Standing Committee of City Council

- Following the Planning Commission meeting, the rezoning request will be introduced to the standing committee of the City Council.
- The standing committee will determine if the request is ready to be acted on by City Council.
- The Standing Committee typically meets on the 1st Monday of the month at 6:00 pm at City Hall.

6 City Council Meeting

- The City Council typically meets on the 3rd Monday of the month at 7:00 pm at City Hall.
- At the meeting, the Council will vote on whether to approve or deny the rezoning.
- Because a rezoning takes the form of an ordinance, it will need to be approved by Council at two separate meetings (1st and 2nd reading) before it is completely approved.
- If the rezoning is passed by Council at 1st reading, the Council will take action on 2nd (final) reading at its next meeting the following month.

Who Can Apply for a Rezoning?

The application to rezone a property can be initiated by:

- The owner of the property;
- The City's Business & Development Services Director; or
- City Council or the Planning Commission

Another person having a recognized interest in the property can also apply to rezone a property. However, that person will need to submit a letter signed by the property owner consenting to the application.

What Are the Criteria for a Rezoning?

The Planning Commission and City Council generally consider the following criteria when reviewing an application to rezone a property:

- A. Consistency with the City's Comprehensive Plan;
- B. Suitability of the site's physical, geological, hydrological and other environmental features for the proposed zoning district;
- C. Compatibility of the zoning district with the neighborhood;
- D. Availability and capacity of public infrastructure and services for the potential uses permitted in the proposed zoning district; and
- E. Public need for the potential uses permitted in the proposed zoning district.

What Is the Application Fee for a Rezoning?

Application fees are based on the zoning district requested and the acreage of the property as follows:

Zoning District Sought	Fee
R-20, R-15, R-12, R-10, R-8, or R-6	\$100 + \$50/acre (over 1 acre) up to a maximum of \$1,000
RM, RM-1, or R-O	\$300 + \$50/acre (over 1 acre) up to a maximum of \$1,200
O-D, C-1, C-2, CRD, S-1, I-1, POD	\$500 + \$50/acre (over 1 acre) up to a maximum of \$1,500
PD, UVD	\$600 + \$50/acre (over 1 acre) up to a maximum of \$1,800