

**BICKNELL TOWN INCORPORATED**  
P.O. BOX 96  
BICKNELL, UTAH 84715



## **PROCEDURES FOR A ZONE CHANGE REQUEST**

1. Applicants must submit a completed application form and pay the non-refundable application fee to the Town Staff.
2. Town Staff will review the application and if complete and the fee is paid will place the applicant on the agenda for the upcoming Planning and Zoning meeting.
3. The Planning and Zoning Commission will consider the application and if everything is in order a Public Hearing will be scheduled and advertised as required by law.
4. Letters of notification will be sent to nearby neighbors to the subject property, as well as the applicant or agent.
5. At the Public Hearing applicant will present their request and time will be allowed for any public comments from citizens.
6. The Planning Commission will then approve, deny, or approve with conditions.
7. The Planning Commission will send their recommendations to the Town Council and a public hearing will be scheduled for the next Town Council meeting.
8. At the Public Hearing applicant will present their request and time will be allowed for any public comments from citizens.
9. If rezoning is approved the zoning map will be amended.
10. The entire process of rezoning a parcel of land usually requires two or three months to complete, barring any complications.

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**REQUEST FOR ZONE CHANGE**  
**FEE: \$300**

OwnerName: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

PARCEL #: \_\_\_\_\_ LOCATION AND LEGAL DESCRIPTION OF PROPERTY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CURRENT ZONE: \_\_\_\_\_ PROPOSED ZONE: \_\_\_\_\_

INTENDED USE AND REASON FOR ZONE CHANGE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

I (we) certify that the proposed Zone Change will conform to the Bicknell Town Zoning Ordinance and that no changes will be made without prior approval.

\_\_\_\_\_  
Owner's Signature

Planning Commission Action:  **Approve**  **Deny**  **Approve with Conditions**

COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signature - Planning Commission Chair Date