

Process for a Rezoning, Variance or Conditional Use Application

1. Fill out the application entirely
2. Turn into the Zoning Office with the application fee of \$150.00
 - a. *Only check, cash or money order are accepted*
3. An ad will run in the paper, information will be posted on all the P&Z social media sites including the Monroe County website.
4. Letters will be sent to you as well as everyone within 200' of the property with the time, date, location of public hearings and explanation of what is being requested
5. A sign will be posted in the right-of-way of the property and pictures will be taken of property and/or structure in application
6. You or someone will need to be present at both public hearings (Planning and Zoning and Board of Commissioners)
7. Planning and Zoning will make a recommendation that will be dispersed to the Board of Commissioners who will decide on a final approval or denial

Please Notice

- Notifications must be announced no more than 45 days and no less than 15 days.
- You will most likely need to provide further information such as septic tank data, soil studies, traffic analysis, parking strategies, deeds, surveys or any other documents requested by the Zoning Officer

Meetings

- Planning and Zoning Public Hearings are the last Monday of every month. Unless a holiday or unforeseen circumstances arise.
- The Board of Commissioners Meeting that presents the Zoning information is the first Tuesday of every month
- IF no applications have been received through Planning and Zoning then a Planning and Zoning may not be held—this does not pertain to the Board of Commissioners Meetings due to regular scheduling