



# CITY OF DANVILLE

## Community Development Division of Planning and Zoning

## CODE CHANGE AMENDMENT

The City Council, with the advice of the City Planning Commission, is authorized by the Municipal Code to change the Zoning Code as long as this action is justified by the PUBLIC NECESSITY, GENERAL WELFARE, OR GOOD ZONING PRACTICE.

### PROCEDURE

1. **The Applicant** obtains a copy of the Zoning Code Section, which they wish to have amended.
2. **The Applicant** files this application with the Department of Community Development accompanied by a \$400 application fee.
3. **The Department** checks the application and material for accuracy and completeness.
4. **The Department** sends the application through the Development Review Process for comments from other City Departments.
5. **The Department** sets the case for a public hearing before the City Planning Commission and publishes legal notice of the public hearing in the local newspaper.
6. **The Department**, prior to the public hearing, analyzes the Code Change Amendment application and prepares a written report with a recommendation for the City Planning Commission. The report is made available to the applicant prior to the hearing date.
7. **The City Planning Commission** holds a public hearing at which the applicant and those interested in the requested Code Change Amendment should attend. Those attending may present testimony and evidence for and against the proposed Code Change Amendment. The City Planning Commission reviews the request and decides on a recommendation to the City Council based on compliance with the Comprehensive Plan, staff reports, and the results of the public hearing.
8. **The Department** sets the case for a public hearing before the City Council and publishes legal notices of the public hearing in the local newspaper.
9. **The City Manager** prepares and submits a written recommendation to the City Council.
10. **The City Council** holds a public hearing at which the applicant and those interested in the requested Code Change Amendment should attend. Those attending may present testimony and evidence for and against the proposed Code Change Amendment. The City Council makes its decision based on the City Planning Commission and City Managers recommendations, compliance with the Comprehensive Plan, and the results of the public hearing.

If the City Council approves the Code Change Amendment, it is adopted by Ordinance and unless otherwise noted, is effective immediately.

Every action, by an affected party, contesting a decision of the City Council to adopt, or failing to adopt a proposed Code Change Amendment, shall be filed with the Danville Circuit Court within sixty (60) days of the date of Council's decision.

TO THE CITY PLANNING COMMISSION AND THE HONORABLE CITY COUNCIL  
Application is hereby made for the Code Change Amendment as described below:

**INFORMATION TO BE PROVIDED BY THE PLANNING DIVISION**

Case Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Code Section Affected: \_\_\_\_\_

**INFORMATION TO BE PROVIDED BY THE APPLICANT**

Applicant: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_

Applicant's Phone Number: \_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Purpose for Proposed Amendment: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant's Signature                      Date

\_\_\_\_\_  
Property Owner's Signature                      Date  
(if not applicant)