



# TOWN OF SARATOGA

PO BOX 486

PHONE: 326-8335

## APPLICATION FOR ZONE AMENDMENT

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### SARATOGA ZONING ORDINANCE OF 1981, SECTION 328-62

DATE OF APPLICATION: \_\_\_\_\_ ZONE: \_\_\_\_\_ FEE: \_\_\_\_\_

APPLICANT:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

P.O. BOX: \_\_\_\_\_

PHONE: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

PURPOSE OF ZONE AMENDMENT:

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### THE FOLLOWING IS FOR OFFICIAL USE ONLY

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Case Record Number: \_\_\_\_\_

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

Hearing Dates: Planning Commission \_\_\_\_\_ Town Council: \_\_\_\_\_

Date of Legal Notice (15 days prior to Planning Commission meeting): \_\_\_\_\_

Date of Legal Notice (15 days prior to Council meeting): \_\_\_\_\_

Photograph Taken: \_\_\_\_\_

Actions:

Planning Commission: [ ] Approve [ ] Disapprove Date: \_\_\_\_\_

Town Council: [ ] Approve [ ] Disapprove Date: \_\_\_\_\_





**TOWN OF SARATOGA**  
**PO BOX 486**  
**PHONE: 326-8335**  
**ZONE AMENDMENT CHECKLIST**

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**CHAPTER 18.78**

1. FILL OUT APPLICATION. \_\_\_\_\_
2. FILL OUT PETITION AND HAVE NEIGHBORS SIGN. \_\_\_\_\_
3. RETURN BOTH TO ZONING OFFICER, 22 DAYS PRIOR TO PLANNING COMMISSION MEETING. \_\_\_\_\_
4. PLANNING COMMISSION MEETINGS ARE TYPICALLY THE 2<sup>ND</sup> TUESDAY OF EACH MONTH. \_\_\_\_\_
5. IF YOU HAVE ANY QUESTIONS, PLEASE SCHEDULE AN APPOINTMENT WITH THE ZONING OFFICER. 326-8335 \_\_\_\_\_



**TOWN OF SARATOGA**  
**PO BOX 486**  
**PHONE: 326-8335**  
**MUNICIPAL CODE 18.74**

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**AMENDMENTS**

**18.78.010 Procedure—Requirements.**

The town council, after a report submitted by the planning commission, and after public hearings as required by law, may amend this zoning ordinance codified in this title and shall zone newly annexed areas and unzoned areas within the territorial jurisdiction of this title. Amendments of this zoning title or map shall be in accordance with the laws of the state of Wyoming and the following general procedure and requirements. (Ord. 677, 2001; Ord. 399 § 1(328-62), 1980)

**18.78.020 Initiation.**

- A. An amendment, supplement, zone change or zoning of newly annexed areas shall be submitted to the planning commission for review and processing. Amendments to the zoning ordinance codified in this title shall be made by ordinance of the town council. Amendments to the zoning map shall be made by ordinance of the town council.
  
- B. An application to amend this title or map shall be submitted, in writing, to the planning commission for review and processing. The application must be filed twenty-two days prior to a planning commission meeting. The application shall be accompanied by a petition signed by the owners of all property within a three-hundred-foot radius of the perimeter of the property in question indicating, as to each owner, his or her approval or disapproval and indicating approval by a minimum of fifty percent of the owners of real property within a three-hundred-foot radius of the perimeter of the property affected. In addition, the area, which is to be the subject of the hearing, shall be posted for at least fifteen days prior to the hearing. The posted notices shall be in number, size and location as prescribed by the planning commission and shall state the present zoning classification, the proposed zoning classification, and the time and place of the public hearing on signs provided by the town. Notices shall be posted by the applicant and shall be removed by the applicant within fifteen days after the public hearing has been held. The applicant shall include a fee in the amount of one hundred dollars to cover advertising and processing costs. (Ord. 728, 2004; Ord. 677, 2001)

**18.78.030 Planning commission hearing and action.**

- A. The planning commission shall hold a public hearing on all proposed amendments after at least fifteen days' notice of the time and place of the public hearing has been given by at least one publication in a newspaper of general circulation within the town.
  
- B. After holding at least one public hearing on the proposed amendment, the planning commission shall certify its recommendations in writing to the town council regarding the proposed zoning amendment. (Ord. 677, 2001)

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**18.78.040 Town council hearing and action.**

- A. Before taking official action, the town council shall hold a public hearing on all proposed amendments after at least fifteen days' notice of the time and place of hearing has been published in a newspaper of general circulation within the town.
  
- B. If there is a protest against a change signed by the owners of twenty percent or more of the area of the lots included in the proposed changes or of those immediately adjacent within a distance of one hundred forty feet, the amendment does not become effective except on the affirmative vote of three-fourths of all the members of the governing body. In determining the one hundred forty feet, the width of any intervening street or alley shall not be included. (Ord. 677, 2001)