

## **REZONING PROCEDURES**

### **PETITION**

- A. Property owner secures a petition of rezoning from the Zoning Officer. The Zoning Officer will inform the property owner as to what properties per ordinance are affected by the rezoning.
- B. The property owner determines ownership of the affected properties and attempts to secure their names on the petition form which is accompanied by a Letter of Intent.
- C. The property owner submits the petition to the Zoning Officer who determines if the proper number of signatures appear on the petition (majority based upon property frontage).
- D. The Zoning Officer contacts the property owner and informs him if the petition is valid or not per zoning ordinance.
- E. If the petition is valid, the property owner submits the petition, letter of intent, and the \$500.00 filing fee to the City Clerk's Office, 626 State Street, Room 104, Erie PA 16501-1128.

**-OR-**

### **CITY COUNCIL INITIATIVE**

- A. Property owner contacts a member of City Council for sponsorship of a proposed rezoning
- B. Property owner prepares a letter of intent, stating which zone the property is currently classified, what zone the owner wishes to apply for, which council member is sponsoring the rezoning, what use is proposed for the property, a description of the property, any further information the property owner wishes to communicate. The letter of intent is addressed to President and Members of City Council and is accompanied by a \$500.00 filing fee. The letter of intent and filing fee is submitted to the City Clerk's Office, 626 State Street, Erie PA 16501-1128.

Once either the Petition or Council Initiative is completed, you must continue with the following:

#### **1. REVIEW BY CITY PLANNING COMMISSION**

- a. After a request for rezoning by petition is submitted, the City Planning Commission reviews the proposed rezoning and submits their recommendation to City Council

## **2. PUBLIC HEARING**

- a. After City Council schedules the date and time of the Public Hearing, a notice of the public hearing is mailed by the Secretary of the Planning Commission at least thirty days prior to the date of the Hearing by first class mail to the addresses to which real estate tax bills are sent for all real property located within the area being rezoned. The notice contains the location, date and time of the public hearing. In addition, a notice is posted on the affected tract or area to be rezoned at least one week prior to the Public Hearing.
- b. After City Council receives the Planning Commission's recommendation, a Public Hearing is scheduled in City Council Chambers where the property owner presents his reasons for rezoning. The neighborhood is asked to give their comments and the City Planning Commission recommendation is heard.

## **3. CITY COUNCIL VOTES ON REZONING**

- a. The City Clerk will legally advertise for one week a Notice of First Reading of the proposed rezoning ordinance. Upon receiving all the above information, City Council votes to approve or deny the rezoning (4 affirmative votes are needed to rezone). Two City Council readings at separate City Council meetings of the rezoning ordinance are required, after which it is submitted to the Mayor for his signature.

## **4. MAYOR'S ACTION**

The Mayor has within 10 days of final passage to sign, return unsigned or veto the rezoning, accompanied by a written explanation of the veto to City Council.

If the rezoning is vetoed, City Council must vote on the matter at the next City Council meeting.

If the Mayor does not sign the Ordinance, it automatically goes into effect in 20 days (pocket veto).

Anyone can appeal a rezoning within 30 days of final passage.

(All requirements are mandated to the City of Erie and its Planning Commission under the provisions of the PA Municipalities Planning Code.)