

ZONING AMENDMENT PROCEDURES

The following procedure is provided to you as a guide. Please review Section 93 of the Windham Zoning Regulations.

1. For petitions concerning the text of the Regulations, please submit fifteen (15) copies of the existing and proposed text; for petitions concerning the zoning map and legal description along with the attached, completed application and the required filing fee of \$300.00 for an amendment to the Zoning Text, or for a Zoning District change by 12:00 noon, seven (7) days prior to the regularly scheduled meeting of the Planning & Zoning Commission held on the fourth Thursday of each month. In addition, the applicant must pay a \$60 state fee, unless revised, and \$300 for advertising. If the zoning map amendment is approved, the owner shall record a Mylar illustrating the property that has been re-zoned, and shall file a Notice of Action in the Land Records. Finally, the permittee shall pay the cost for any revisions to the Town's zoning map (which cost will be paid directly to the Town's map custodian).
2. The applicant shall submit the names and addresses of all owners of record of properties within 500' of the zone change. This information may be obtained from the Town of Windham Assessor's Office.
3. The Commission will reject any incomplete applications. Please consult the Town Planner when making the application.
4. The Planning & Zoning Commission has sixty-five (65) days to schedule a public hearing for the application.
5. All applicants are required to post a placard in a visible location on the property at least ten (10) days prior to the scheduled hearing, but not more than fifteen (15) days ahead. Placards are available at the Planning Office.
6. Once the hearing is started, the Commission has thirty-five (35) days to complete the public hearing, unless an extension is granted for an additional time period.
7. After completion of the public hearing, the Commission has sixty-five (65) days to consider all testimony and make a decision to approve or deny the application.
8. Once the application is approved, a Mylar of the zone change, or a copy of the text amendment, must be endorsed by the Commission Chairman and filed in the Town Clerk's Office.



APPLICATION # _____
DATE RECEIVED: _____
RECEIVED BY: _____
FEE: _____
HEARING DATE: _____

ZONING AMENDMENT APPLICATION

1. Name of Applicant: _____
Home Address: _____
Business Address: _____
Home Phone Number: _____ Business Number: _____
 2. Applicants interest in property: _____ Owner _____ Lessee _____ Lessor _____ Other
 3. Name of property owner: (if not applicant) _____
Home Address: _____
Business Address: _____
Home Phone Number: _____ Business Number: _____
 4. Geographic location of the property: _____

(use additional sheet, if necessary, to draw a sketch showing property in relation to surrounding roads, etc.)
 5. Tax Assessor's Map: _____ Block: _____ Lot Number: _____
 6. Deed Reference: Volume: _____ Page: _____
(Please submit a copy of the latest deed)
 7. Present Zoning District: _____
Proposed Zoning District: _____
 8. For Amendments to Zoning Regulations, please cite pertinent section: _____

 9. Purpose of change: _____

- Signature of Applicant: _____ Date: _____
- Signature of Owner: _____ Date: _____
(if not applicant)