



Jack W. Bradley
Mayor

CITY OF LORAIN

Department of Building, Housing & Planning

Max Upton
Director

Jose Pallens
Chief Building Official

Zone Change Amendments

Information required for processing a Zone Change Amendment:

1. Application must have **PERMANENT PARCEL NUMBER** and **ADDRESS** of property to be rezoned.
2. Five (5) copies of **LEGAL DISCRIPTION OF PROPERTY** on 8 ½" x 11" stationary, marked Exhibit "A".
3. Three (3) copies of names and addresses of **ALL ABUTTING PROPERTY OWNERS** on the rear, sides, and across the street or alley, on 8 ½" x 11" stationary.
4. Thirty two (32) copies of plot plan of property showing building size, setbacks, streets, parking area, etc.
5. Two (2) separate checks. The first; five hundred dollars (\$500.00). The second; thirty dollars (\$30.00) for the Engineering Department. Checks payable to: City of Lorain, and shall be paid in the Department of Building, Housing and Planning.
6. A cover letter. (Description of what is being proposed.)
7. All of this information must be returned **PRIOR** to the cut-off date below:

Date of Cut-off: _____

Date of Meeting: _____