

OVERLAY PROCESS CHECKLIST

	Required Action	Responsible Party
✓ Step 1	Owners of 10 properties within the proposed boundaries form the neighborhood committee. Submit form letter, signed by 10 owners, requesting a petition.	Property owners
✓ Step 2	Conduct a preliminary survey to determine medians for setback, height and garage placement, access and location.	Property owner committee
✓ Step 3	Conduct field research; confirm survey information submitted by committee.	City staff
✓ Step 4	Staff develops petition form and provides petition form to committee for review.	City staff and property owner committee
✓ Step 5	Schedule and notice neighborhood meeting.	City staff
✓ Step 6	Hold neighborhood meeting; review petition regulations.	City staff and property owner committee
✓ Step 7	Collect signatures	Property owner committee
✓ Step 8	Submit petitions within 3 or 6 months, from date of neighborhood meeting depending on size of area; submit fee if collect 50 plus 1 signatures; fee waived if collect 75% of signatures	Property owner committee
✓ Step 9	Signatures verified and Plan Commission hearing scheduled	City staff
✓ Step 10	Notice including draft ordinance sent to all property owners	City staff
✓ Step 11	Plan Commission Hearing conducted	
✓ Step 12	If Plan Commission approves request, schedule City Council hearing.	City staff
✓ Step 13	City Council hearing conducted.	City staff/City Council
✓ Step 14	Property rezoned to NSO	City Council



Neighborhood Stabilization Overlay Petition Request

Date: _____

Neighborhood: _____

Contact Phone Number: _____

Property owners in our neighborhood are interested in seeking a Neighborhood Stabilization Overlay District. The undersigned are the required members of our Neighborhood Committee. We agree to work with staff to establish proposed regulations and boundaries for the district, collect signatures on the petition initiating the rezoning request, and serve as primary points of contact between staff and property owners.

Please provide us with the appropriate petition materials to initiate this process.

Neighborhood Committee

Name	Address	Signature

The Neighborhood Committee must include the owners of at least 10 properties within the boundary of the proposed Neighborhood Stabilization Overlay District.

Attach map or description of the proposed boundaries of the Neighborhood Stabilization Overlay District.

HEIGHT OPTIONS

