

**REZONING REQUEST PETITION**

City Council  
Allentown, PA 18101

Date \_\_\_\_\_

TELEPHONE: (610) 437-7556

FAX: (610) 437-7554

EMAIL: Michael Hanlon  
Tawanna L. Whitehead

[michael.hanlon@allentownpa.gov](mailto:michael.hanlon@allentownpa.gov)  
[tawanna.whitehead@allentownpa.gov](mailto:tawanna.whitehead@allentownpa.gov)

Members of City Council:

We, the undersigned and interested parties, hereby request your honorable body to rezone the following tract of land or amend the zoning code in the following manner:

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

from \_\_\_\_\_ zoning classification to \_\_\_\_\_ zoning classification. A legal description of the property to be rezoned must be included with this application. Attach any necessary additional information.

The reason for this rezoning is: \_\_\_\_\_

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

**NAME**

**ADDRESS**

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

Send or deliver this petition, along with \$300 check to cover administrative costs, payable to the "City of Allentown." In addition the petitioner must pay in full all costs incurred in publishing the legally required advertising for the Map or Zoning Code Amendment.

Petitions for zoning map and zoning amendments can be found on the City website or by contacting the City Clerk's Office. A written Petition for a Zoning Map Amendment (Rezoning) may be submitted to City Council by a citizen. It must be notarized and signed by the owners of 50% or more of the land proposed to be rezoned, and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. A written petition for a Zoning amendment may be submitted to City Council by a Citizen and it must be submitted together with a check in the amount of \$300.00 payable to the City of Allentown, to the City Clerk's Office, 435 Hamilton Street. In addition, the petitioner must pay in full all costs incurred by the City in publishing the legally required advertising for the Map or Zoning Code Amendment prior to final Council Action. (Ordinance 15173 adopted 12/4/2014)

**City Clerk  
City Hall  
Room 510  
435 Hamilton Street**

## **GENERAL REZONING REQUEST PROCEDURES**

1. Request submitted in writing to City Council, c/o City Clerk, signed by the owners and/or authorized agent on forms supplied by the City. (Request should include a specific description of the area to be rezoned and the zoning changes to be made.
2. Upon receipt, the City Clerk refers the request to the Zoning Office and Planning Office for a preliminary review and recommendation.
3. After preliminary review, the Zoning Officer drafts a bill after consulting with the applicant of any proposed changes.
4. The bill is sent to the City Clerk and placed on Council's agenda for the First Reading.
5. After First Reading, said bill is assigned to a City Council Committee (Community Development) and referred to the Allentown City Planning Commission and Joint Planning Commission for their review and recommendation. This must occur at least thirty (30) days prior to the date of the public hearing.
6. After reviewing reports from the Lehigh Valley Planning Commission and the Allentown Planning Commission, the Community Development Committee reviews the bill with all reports attached. Council's Committee then informs the City Clerk of their recommendation and directs the City Clerk to schedule a public hearing.
7. The public hearing is scheduled, based upon the advertising requirement for public notice as required by law, (to be advertised two (2) consecutive weeks, not less than 7 days nor more than 28 days before the public hearing). A good faith effort must be made to notify the effected property owners within 30 days prior to the public hearing.
8. A copy of the request for advertisement is sent to Planning enabling them to "post" the property. This posting must occur at least one (1) week prior to the public hearing.
9. City Council holds the public hearing. If acceptable by City Council said bill may be placed on Council's agenda at its regular meeting the same day as the public hearing. Council will then act on the bill for final adoption.

Should any significant changes to the original bill be made by City Council, said changes must be referred back to the Allentown City Planning Commission and Joint Planning Commission for review.

10. A copy of the amendment to the Zoning Ordinance shall be forwarded to the Joint Planning Commission within thirty (30) days after enactment.