



HOW TO REQUEST REZONING APPROVAL

A rezoning (zoning map amendment) may be requested when a proposed use is not allowed with the current zoning classification on the property. An applicant should be aware that established zoning is considered to be correct and appropriate unless the applicant can sufficiently justify why the rezoning should be approved.

To request a REZONING:

Step 1: **Contact the City Planning Department at:**

**Omaha/Douglas Civic Center
Current Planning Division
1819 Farnam Street, Suite 1110
Omaha, Nebraska 68183
(402) 444-5150**

Step 2: Schedule a pre-application discussion with a planner in the Current Planning Section. (recommended)

Step 3: Submit: 1) a completed application form; 2) a site plan showing existing and proposed improvements; and, 3) the appropriate fee, to the Manager-Current Planning Section. (Contact the Current Planning Section to verify fees. Checks should be made payable to the City of Omaha.)

Note 1: **The Current Planning Section will notify the applicant in writing of any deficiencies in the application submission within three (3) days. Failure to submit a complete application will result in the case being removed from the Planning Board agenda until all required information is provided.**

Step 4: Following a review, the Planning Department will prepare and transmit a recommendation report to the applicant. This report is advisory only and may not represent the final decision on the case.

Step 5: Planning Board hearing. This hearing is intended to allow the public an opportunity to comment on the request and to receive additional information about the impact of the proposed change.

Step 6: Following the hearing the applicant will receive a letter advising of the action of the Planning Board. A recommendation will be forwarded to the City Council. A recommendation of denial will be forwarded to the City Council unless the applicant requests in writing that the Department not proceed with the application.

Step 7: City Council hearing. If the request is approved, the rezoning is established on the effective date of the ordinance (15 days after approval).

Note 1: **When the Planning Board recommends approval subject to the submission of revised plans or documents, that information must be submitted within thirty (30) days of the Planning Board meeting. If it is not submitted within that time the Planning Director will prepare and transmit the request with a Departmental recommendation for denial to the City Council.**

Note 3: **The Planning Department will review all requests to determine:**

- **That the proposed change is consistent with and carries out the goals and objectives of the City of Omaha Master Plan.**
- **That the proposed change will allow an appropriate use of land which will not adversely affect the neighborhood by causing congestion; endanger public safety; cause undue concentration of people; impede the use of transportation, water, sewer, schools, parks or other public facilities; or, reduce the value of buildings.**
- **That the proposed use and site improvements can comply with site development, landscaping and parking requirements of the Zoning Ordinance.**