

## **APPENDIX B OWNERSHIP IDENTIFICATION PROCEDURES**

1. All applications which request a rezoning of real property, shall include the identification of each person, corporation, partnership, or trust as well as the identity of contract purchasers, if any, who have ownership or contingent ownership interest in the real property which is the subject matter of the rezoning. Rezoning applications initiated by the city commission, planning board, board of adjustment, city manager or any other department or board of the city, shall be required to include only ownership or contingent ownership information that can be found as a matter of public record. Forms pertaining to the identification of owners shall be made available by the City Auditor and Clerk and shall be required to be completed and submitted prior to an application for rezoning being deemed complete. Without the submittal of the disclosure form (for non city-initiated rezones), the City Auditor and Clerk shall not deem the application complete and shall not forward the rezoning application for review by the Development Review Committee or schedule it for public hearing before either the planning board or the city commission. The City Auditor and Clerk shall maintain completed forms on file for public inspection.  
(Ord. No. 04-4515; Sec. 12, 1-20-04)

2. Agenda materials distributed to the planning board and the city commission, concerning all public hearings on a rezoning application, shall include a copy of the completed disclosure form.

3. The identification of owners required by this Appendix shall include the following information, as to each type of owner:

A. All natural persons who have an ownership interest in the property that is the subject matter of the rezoning, by name, address, and ownership percentage.

B. For each corporate owner, the name and address and title of each officer of the corporation, the name and address of each director of the corporation, and the name and address of each shareholder who owns five (5) percent or more of the stock of the corporation. Provided, however, that shareholders need not be disclosed as to corporations whose shares of stock are traded publicly on any national or regional stock exchange.

C. In the case of a trust, the name and address of each trustee and the name and address of the beneficiaries of the trust including the percentage of interest of each beneficiary. If any trustee or beneficiary of a trust is a corporation, the identification requirements of subsection (B) above shall apply.

D. For partnerships, including limited partnerships, the name and address of each principal in the partnership, including general or limited partners and their percentages of ownership interest in the partnership. If any partner is a corporation, the identification requirements of subsection (B) above shall apply.

E. In the circumstances of a contract for purchase, the name of each contract vendee, along with the names, addresses, and percentages of interest which is required by the appropriate subparagraphs above for corporations, trusts or partnerships who file a rezoning petition. In addition, the date of the contract for purchase shall be specified along with any contingency clause relating to the outcome of the consideration of the rezoning application.

F. As to any type of owner referred to in this Appendix, a change of ownership or percentage of interest between owners occurring subsequent to the application submission for the rezoning, shall be disclosed to the City Auditor and Clerk prior to the date of the public hearing on the application by either the planning board or the city commission. This supplemental disclosure shall be made in writing.