



SPECIAL USE PERMIT APPLICATION

City of Jackson, Missouri

APPLICATION DATE: _____

PROPERTY LOCATION (address): _____
Other description of location if not addressed:

CURRENT PROPERTY OWNERS (all legal property owners as listed on current deed):

Names & Mailing Addresses

PROPOSED PROPERTY OWNERS (if property is to be transferred):

Names & Mailing Addresses

CONTACT PERSON HANDLING APPLICATION:

Contact's Mailing Address:

Contact's Phone:

Email:

CURRENT ZONING: (circle all that apply)

- | | |
|---------------------------------------|-------------------------------|
| R-1 (Single-Family Residential) | C-1 (Local Commercial) |
| R-2 (Single-Family Residential) | C-2 (General Commercial) |
| R-3 (One- And Two-Family Residential) | C-3 (Central Business) |
| R-4 (General Residential) | C-3 (Central Business) |
| MH-1 (Mobile Home Park) | C-4 (Planned Commercial) |
| O-1 (Professional Office) | I-1 (Light Industrial) |
| CO-1 (Enhanced Commercial Overlay) | I-2 (Heavy Industrial) |
| | I-3 (Planned Industrial Park) |

CURRENT USE OF PROPERTY:

PROPOSED USE OF PROPERTY:

LEGAL DESCRIPTION OF TRACT (attach a copy of the deed or other legal description):

DRAWINGS: If one or more buildings or other structures are to be added to the property for this special use permit, attach a scaled plat of the tract(s) showing the location of all buildings. If any buildings are to be less than the standard minimum setbacks, include these distances on the drawing. Any approved special use permit will be based on this building layout. Changes to the layout will require a new special use permit.

SURROUNDING PROPERTY OWNERS: A map of the property location and a map and list of all owners of property within 185' of the property in question will be incorporated as part of this application by the City. The 185' distance is exclusive of right-of-ways.

REASON FOR REQUEST: (State the reason(s) why you believe the requested use will be beneficial to the neighborhood and the City of Jackson:

ADMINISTRATIVE PROCEDURES:

Formal procedures required by the Administrative Procedure Act of the State of Missouri are hereby waived by the applicant (*circle one*).

YES NO

(Under the Administrative Procedure Act, which is statutory, witnesses will be sworn prior to their testimony at all public hearings. This requirement may be waived by the applicant by answering 'yes' to the above question.)

OWNER SIGNATURES:

I state upon my oath that all of the information contained in this application is true. (*Signatures of all persons listed on the current property deed and the authorized signer(s) for any owning corporation or trust.*)

Please submit this application along with \$100.00 non-refundable application fee to:

Janet Sanders
Building & Planning Superintendent
City of Jackson
101 Court Street
Jackson, MO 63755

573-243-2300 ext.29 (ph)
573-243-3322 (fax)
jsanders@jacksonmo.org



SPECIAL USE PERMIT PROCEDURE

City of Jackson, Missouri

1. Property owner obtains a special use permit application from Building & Planning Department or from the www.jacksonmo.org website.
2. Property owner submits completed application with **\$100.00 non-refundable filing fee** to the Building & Planning Department no less than fourteen (14) days prior to the next scheduled meeting date of the Planning and Zoning Commission. Planning & Zoning Commission has only one agenda a month. Meetings are typically held on the second Wednesday of the month.
3. The application will be reviewed by City staff to ensure that all necessary information has been provided.
4. The Building & Planning Superintendent will present the application and all other pertinent information to the Planning and Zoning Commission at their next scheduled meeting. The owner or his representative will be asked at that time to speak before the commission in support of the request. The commission will then:
 - a. Attach special conditions to the permit if determined to be necessary, and
 - b. Act upon the application by voting on the request or tabling the request pending further information, *or*
 - c. Set a public hearing to obtain citizen input before voting on the request.
5. Following a decision of recommendation by P&Z, the special use permit application and P&Z findings will be presented by the Building & Planning Superintendent to the Board of Aldermen at their next regularly scheduled study meeting. The owner will at that time be asked to speak before the Board of Aldermen in support of his request.
6. The board may then:
 - a. Set a date for a public hearing to obtain citizen input prior to taking action.
 - b. Disapprove the request.

(If the Board waives the public hearing and disapproves the request, the owner may, within 10 days of the action, request a public hearing.)
7. Following a public hearing the board may choose to:
 - a. Approve the request at that meeting. (If the request received an unfavorable recommendation from P&Z, a 2/3 majority of then entire membership of the Board of Aldermen is required to approve the request.)
 - b. Table the issue until the next regular meeting. (It is the policy of the Board to table action if citizen opposition is presented during the public hearing.)
8. The applicant will be formally notified in writing of the decision of the Board of Aldermen and of any special conditions attached to the approval. Approval will be in ordinance form and a copy of the ordinance will be provided to the owner.

9. Notices which will be given by the city regarding public hearings:
- a. Publication is given in a local newspaper at least fifteen (15) days before the hearing date.
 - b. Notices are mailed to owners of property within 185' (excluding right-of-ways) of the property for which the change is requested.
 - c. A sign is posted on the property advertising the public hearing.
10. Please take into consideration that the entire special use permit process takes approximately 90 days.

* For additional information, refer to Section 65 (Zoning) of the City Code of Ordinances.

******* Please keep this procedure information for your reference.*******

Return only the completed application form to:

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