



## REZONING PROCEDURE

### City of Jackson, Missouri

1. Property owner obtains a rezoning application from Building & Planning Department at 101 Court Street (243-2300) or from the city website at [www.jacksonmo.org](http://www.jacksonmo.org).
2. Property owner submits completed application with **\$200.00 non-refundable filing fee** to the Building & Planning Department no less than fourteen (14) days prior to the next scheduled study meeting date of the Planning and Zoning Commission. The Planning & Zoning Commission has one agenda per month and meetings are held on the 2<sup>nd</sup> Wednesday of the month unless there are no agenda items.
3. The application is reviewed by City staff to ensure that all necessary information has been provided.
4. The Building & Planning Superintendent will present the application, maps, and all other pertinent information to the Planning and Zoning Commission at their next scheduled meeting. The owner or his representative will be given an opportunity at that time to speak before the commission in support of the request. The commission will then:
  - a. Act upon the application by voting on the request, *or*
  - b. Set a public hearing to obtain citizen input before voting on the request.
5. The rezoning application and P&Z findings will then 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 given an opportunity 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 the 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 there opposition is presented during the public hearing.) If the request is tabled, it will be discussed the same evening during the study session that immediately follows the regular meeting. You should plan to stay for this meeting also.
8. The applicant will be formally notified in writing of the decision of the Board of Aldermen. Approval will be in ordinance form and a copy of the ordinance will be provided to the owner.
9. The following notices which will be given by the city regarding public hearings:

- a. Publication 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 rezoning process takes approximately 60-90 days. If annexation is also required, this may add approximately 30 days or may run concurrently.**

- \* The Board of Aldermen may reject an application without referring it to the Planning and Zoning Commission and without publishing a notice of hearing if the application is made within two (2) years of the Board's rejection of a previous application seeking an amendment for the same or a larger or smaller included tract.

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

**\*\*\*\*\* Please keep the above rezoning procedure information for your reference\*\*\*\*\***

**Return only the attached application form 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](mailto:jsanders@jacksonmo.org)

# CITY OF JACKSON

## Citizen Guide to Public Hearing Procedures



The Mayor or Chairman will open the hearing, ask for a staff report, then allow the applicant to present their case. He/she will then ask if any citizens are present to speak in favor of the request. Each speaker may come forward one at a time and concisely state their support. After hearing all supporting speakers, the Mayor or Chairman will ask if any are present to speak in opposition. Those citizens will also be sworn in and allowed to concisely present their objections. After hearing all other comments, the applicant may be given another opportunity to speak to address any questions or comments. Citizens who are in favor or opposed or who just have unanswered questions are encouraged to come forward. Remember, we want to hear your comments!

All hearings are recorded on audiotape and entered into the case file.

Each citizen speaker addressing the Board must:

- a. Approach the podium.
- b. State your name and address for proper entry into city records.
- c. Be sworn in.
- d. Speak in a clear, concise, and understandable manner.
- e. Please limit your comments to a reasonable period of time.
- f. All comments will be heard before any one individual addressed the Board a second time.

The purpose of the hearing is to allow the Board to gather all possible information concerning the project or issue under consideration and not be used as a forum for debate. All comments shall be made directly to the board. Argumentation between citizen speakers will not be tolerated.

Please show respect for those with opinions or statements that differ from yours.

Understand that any inappropriate comments, profanity, insults, or threats addressed towards any person or group will not be tolerated.

All information will be taken into consideration in the Board's final deliberation.

After the hearing is closed, the Board will typically not permit any further comments from citizens or audience members unless questions are specifically addressed to these citizens by board members.

If you have not signed the attendance record at the entry door desk, please do so at the end of the meeting. Thank you for attending this public hearing.

# REZONING APPLICATION FORM

City of Jackson, Missouri



1. Date of application:

2. Street address, legal description or other location description of property in question:

3. Names, addresses, and phone numbers of all legal property owners:

4. Current zoning district classification (*circle one*):

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

5. Requested zoning district classification (*circle one*):

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

6. Name, address and phone number of person handling this application:

7. If tract is to be transferred, please indicate name, address and phone number of intended new owner:

8. Legal Description of Tract:

*(Attach to this application a copy of the most recent deed(s) for the property.*

9. Attach to this application a scaled drawing of the tract(s) showing the following information:

- a. All present buildings and other structures and paved areas
- b. All proposed buildings and other structures and paved areas
- c. (City staff will add scaled drawings showing the location of the property and surrounding properties.)

10. State the use for which this tract will be used if the applicant's request is granted:

11. State the reason(s) why you believe the requested use will be beneficial to the neighborhood and the City of Jackson.

12. I state upon my oath that all of the information contained in this application is true. *(Signatures of all persons listed in Items No. 3 and No. 7)*

