



## REZONING / SPECIAL USE PERMIT PROCEDURE

### City of Jackson, Missouri

1. Property owner obtains a rezoning / special use permit application from Building & Planning Department or from the [www.jacksonmo.org](http://www.jacksonmo.org) website.
2. Property owner submits completed application with required non-refundable filing fee and any supporting documentation 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. Meeting dates may be rescheduled due to holidays or other conflicts.
3. The Building & Planning Manager will contact the applicant to discuss their application and the procedure. The applicant will also be notified of the date their application will be on the P&Z agenda.
4. Application fee: \$200.00 (non-refundable)
5. The application will be reviewed by City staff to ensure that all necessary information has been provided.
6. The Building & Planning Manager will provide the application and all other submitted information to the Planning and Zoning Commission a few days prior to their next scheduled meeting.
7. The owner or his representative will be expected to attend the meeting and to speak before the commission to present their request. Meeting dates cannot be changed to accommodate applicant's schedules. If you are unable to attend, please have someone attend who can present and answer questions on your behalf.
8. The commission will then:
  - a. Review the application.
  - b. (SPECIAL USE PERMITS ONLY): Attach special conditions if determined to be necessary, and
  - c. Act upon the application by voting on the request or tabling the request pending further information, *or*
  - d. Set a public hearing for their next regular meeting date to obtain citizen input before voting on the request. Required notifications will be made by the city.
9. Following a decision of recommendation by P&Z, the application and P&Z findings will be provided to the Board of Aldermen at their next scheduled regular meeting by the Building & Planning Manager. The application will also be presented as part of the P&Z report to the Board at their study meeting later in the same evening as the regular meeting. The owner may at that time be asked questions by the Board about their application.
10. The board may then:

- a. Set a date for a public hearing to obtain citizen input prior to taking action. All required and supplemental notifications will again be made.
- b. Disapprove the request.

(If the Board waives the public hearing and disapproves the request, the owner may, within 10 days of the action, file a request in writing for a public hearing.)

11. Following a public hearing the board may choose to:

- a. Vote on 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 citizen opposition is presented during the public hearing.) If the request is tabled, it will be discussed as part of the study session the same evening as the regular meeting.

12. 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 (special conditions apply to special use permits only, not rezonings). Approval will be in ordinance form and a copy of the ordinance will be provided to the owner.

13. Notices which will be given by the city regarding public hearings:

- a. A notice is published in the classified section of a local newspaper at least fifteen (15) days before the hearing date (typically the Cash-Book Journal). (required)
- b. Notices are mailed to owners and residents of property within 185' (excluding right-of-ways) of the property for which the change is requested. (required)
- c. A sign is posted on the property advertising the public hearing. (supplemental)
- d. A notice is posted on the city's official website. (supplemental)

10. Please take into consideration that the entire rezoning / special use permit process takes approximately three months.

\* 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:**

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

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