

LAND EXCHANGE CERTIFICATION APPLICATION PROCEDURE

City of Jackson, Missouri



1. A land exchange certification is an approval process that allows certain limited land division and boundary adjustments to occur without completing the full land subdivision process. Land exchange certification is available for the following procedures:
 - Division of land into no more than four lots, all of which are 3 acres or greater in size
 - Division of land for cemetery usage
 - Lot line adjustment between adjoining lots
 - Transfer to adjoining property to improve ingress or egress
 - Combination or re-combination of previously platted lots. Total number of lots may not be increased and all resulting lots must apply with the Land Subdivision Regulations
2. Property owner obtains a Land Exchange Certification Application from Building & Planning Department or from the www.jacksonmo.org website.
3. Property owner submits completed application, a survey plat, 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.
4. 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.
5. Application fees: Land Exchange Certification: \$0
6. The application will be reviewed by City staff to ensure that all necessary information has been provided.
7. 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.
8. 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.
9. The commission will then:
 - a. Review the application.
 - b. Act upon the application by voting on the request or tabling the request pending further information, *or*

10. The Planning and Zoning Commission is the only city board the must take action on a Land Exchange Certification.
11. If approved, the applicant is then authorized to complete the land exchange or division, typically by recording new deed(s) or survey plat and deed(s) with the Cape Girardeau County Recorder of Deeds. The City does not file any documents with the Recorder of Deeds that transfers or divides property approved by a Land Exchange Certification. That completion is the responsibility of the property owner(s).

******* 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