



REZONING PROCEDURE

City of Jackson, Missouri

1. Property owner obtains a rezoning application from Building & Planning Department.
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. Planning & Zoning Commission has one agenda a month. Study meetings, when deemed necessary, are held on the 1st Wednesday of the month. Regular meetings are held on the 2nd Wednesday of the month.
3. The application is reviewed by City staff to ensure that all necessary information has been provided.
4. The Building & Planning Superintendent presents application 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. Attach special conditions to the rezoning if determined to be necessary, and
 - b. Act upon the application by voting on the request, *or*
 - c. Set a public hearing to obtain citizen input before voting on the request.
5. The rezoning 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 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 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 there opposition is presented during the public hearing.)
8. The applicant will be formally notified in writing of the findings & conclusions 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 rezoning process takes approximately 60-90 days. If annexation is also required, add approximately 30 days.

- * 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

CITY OF JACKSON

Citizen Guide to Public Hearing Procedures



The 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 will be given time to state their support. After hearing all supporting speakers, the chairman will ask if any are present to speak in opposition. Those citizens will also be given time to present their objections. Citizens who are in favor or opposed 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. Speak in a clear, concise, and understandable manner.
- d. Please limit your comments to a reasonable period of time.
- e. All comments will be heard before 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, insults, or threats addressed towards members of the Board of Adjustment, Planning & Zoning Commission, Board of Aldermen, or any other person 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 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)
- 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)
- 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 for the property and a scaled plat of the tract.)

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

- a. All boundary dimensions
- b. All adjoining streets, alleys and easements
- c. All present improvements
- d. All proposed improvements
- e. All adjoining property lines and references to all owners listed in #10

10. Names and mailing addresses of all adjoining property owners within 185' of the property in question. This distance is exclusive of rights-of-way. Include land which corners on tract or which is across streets & alleys. Use separate paper if needed.

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

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

13. 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.)

14. 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*)

****Please submit this application along with \$200.00 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)
janetsanders@jacksonmo.com

FOR CITY USE ONLY BELOW THIS LINE

Date application submitted and fee filed with City Staff: