

Received _____

Receipt # _____

Meeting Date _____

APPLICATION FOR AMENDMENT TO ZONING ORDINANCE
OR FOR USE PERMIT
CITY OF WEBB CITY, MISSOURI

The undersigned do hereby apply for an amendment to the zoning ordinance or a use permit and understand they are to comply with the application and ordinances of the City of Webb City.

Application and Submission Requirements:

1. Only the owner, or prospective owner(s) under a written contract to purchase the subject property, can file an application for a hearing.
2. The application shall be filed in the office of the City Clerk, who shall forward the application to the Planning and Zoning Commission. The application shall contain such information as the Planning and Zoning Commission may prescribe by regulations filed with the City Clerk.
3. Such application shall be accompanied by a fee of \$ _____, described below, plus the actual cost of publication of legal notices for amendments to the zoning ordinance, and certified mailings.
4. The application must be filed with the City Clerk no less than 10 days prior to the next regular meeting, 22 days if a public hearing is required, of the Planning and Zoning Commission.
5. The applicant, or a representative, is required to attend the meetings of the Planning and Zoning Commission, when the application is scheduled for discussion. Lack of attendance may result in the striking of the application.

Applicant _____ Phone _____

Mailing Address _____

Location of Subject Property _____ Present Zoning _____

Legal Description (Attach copy if description will not fit) _____

Action Requested (Fees are non-refundable):

Public Hearing Required:

_____ Amendment to Zoning Ordinance. Request Zoning be changed to: _____

Fee - \$ 99, Residential; \$ 132, Commercial or Industrial

_____ Vacate. Fee - \$ 99.50

Street _____ Alley _____ Easement _____ Other _____

_____ Special Use Permit. Fee - \$ 66

Public Hearing May Be Required:

_____ Use Upon Review. Fee - \$ 89

Reason for Application: _____

_____ Date

_____ Signature of Applicant

REVIEW PROCEDURES:

The Commission will set a date for the public hearing, if any, and public notice will be given as follows:

1. The City Clerk will advertise the Public Hearing in the local paper no less than 15 days prior to the hearing date. The cost of the advertisement will be the responsibility of the applicant.
2. A sign of Public Notice will be posted on the subject property by the City.
3. The Building Inspector will certify that letters of notice have been sent to the property owners within 185 feet of the subject property. The names of the property owners will be determined by the current tax records in City Hall. Error in the mailing of notice to surrounding landowners shall not constitute grounds to contest any decision of the Planning and Zoning Commission, or the City Council. The city is not responsible for any such errors.

Findings of the Commission:

1. Complies with all applicable provisions in the zoning ordinance _____
2. Subject property contributes to and promotes to community welfare or convenience . _____
3. Will not cause substantial injury to the value of neighboring property _____
4. Complies with the overall neighborhood zoning district provision _____
5. Will provide, if applicable, off-street parking and loading _____
6. Will not substantially increase traffic hazards _____
7. Will not substantially increase fire hazards _____
8. Will not overtax public utilities _____

USE UPON REVIEW: [Section 9-9(b) - May be granted upon the written approval of any two (2) of the following officials: Mayor, City Administrator, City Clerk, or Code Enforcement Officer; otherwise, such request shall be forwarded by the clerk to the commission and shall be heard by the commission at the next practicable regularly scheduled meeting.]

Approved _____ Denied _____ Date _____

By: _____
Signature Title

By: _____
Signature Title

Forwarded to P&Z for public hearing on _____

APPLICATION CONSIDERATION BY THE PLANNING AND ZONING COMMISSION:

Special Comments, Recommendations, Conditions, Special Findings:

Approved _____ Denied _____ Date _____

Forwarded to Council for meeting on _____

Chairman, Planning and Zoning Commission

Appeal of denial? Yes ___ No ___ [Section 9-10(o)]

COUNCIL CONSIDERATION: First Reading Date _____ Second Reading Date _____

Date ordinance signed by Mayor _____