

FEE: _____
REC'D BY: _____
(STAFF USE ONLY)

**APPLICATION FOR
REZONING
CITY OF PECULIAR**

CASE NO.: RZ-_____
PC DATE: _____
(STAFF USE ONLY)

PLEASE PRINT

REQUESTED ZONING AMENDMENT: _____
GENERAL LOCATION OR ADDRESS OF SUBJECT PROPERTY: _____

LEGAL DESCRIPTION: _____

_____ ACRES/SQ. FT.: _____
CURRENT ZONING ON PROPERTY: _____ CURRENT LAND USE: _____

PROPERTY OWNER'S NAME(S): _____ PHONE: _____
COMPANY: _____ FAX: _____
MAILING ADDRESS: _____
STREET CITY STATE ZIP
E-MAIL ADDRESS: _____

APPLICANT/AGENT'S NAME(S): _____ PHONE: _____
COMPANY: _____ FAX: _____
MAILING ADDRESS: _____
STREET CITY STATE ZIP
E-MAIL ADDRESS: _____

ENGINEER/ARCHITECT'S NAME(S): _____ PHONE: _____
COMPANY: _____ FAX: _____
MAILING ADDRESS: _____
STREET CITY STATE ZIP
E-MAIL ADDRESS: _____

NOTE: *It is recommended that the applicant schedule a meeting with city staff prior to the submission of an application. An application will not be considered complete until all required material has been submitted. The Planning and Zoning Commission meeting will not be scheduled until the application is complete. It is the applicant's responsibility to obtain a copy of the agenda, staff report and staff recommendation prior to the scheduled meeting. It is the applicant's responsibility to be familiar with the applicable city land use ordinances and requirements prior to the submission of the application. See attached material for examples and instructions.*

SIGNATURE OF OWNER OR AGENT: _____

NOTE: IF NOT SIGNED BY OWNER, AUTHORIZATION OF AGENT MUST ACCOMPANY APPLICATION

REZONING APPLICATION

INSTRUCTIONS

SUBMISSION REQUIREMENTS FOR A REZONING APPLICATION

1. Complete Application Form
2. \$450.00 Administrative Filing Fee
3. Ownership affidavit, copy of deed, or other proof of ownership to include a legal description of the property to be rezoned.
4. A site plan or preliminary development plan is required for all zoning applications. A site plan/preliminary development plan shall be drawn to scale and show all information necessary for the City Staff, Planning Commission and Board of Aldermen to make a decision.

CERTIFIED LETTERS: The City will be responsible for mailing notices (*see attached example letter*) of the Public Hearing for the requested zoning change by **certified mail, return receipt requested** to all owners of land within the notification area (300 feet of the subject property). These notices must be sent a minimum of 15 days prior to the Public Hearing. Information regarding ownership of the land within the notification area shall be obtained from a title insurance company. A list of property owners within the notification area must be submitted with the application. All certified mail receipts and return receipts must be returned to the City before the scheduled meeting. The cost of mailing is the responsibility of the applicant.

NOTICE OF PUBLIC HEARING: The City will be responsible for submitting the Notice of Public Hearing (*see attached example notice of Public Hearing*) to the *The Journal*. The notice must be published a minimum of 15 days prior to the scheduled Public Hearing before the Planning Commission and a minimum of 15 days prior to the Public Hearing before the Board of Aldermen. All publication and certification of publication costs are the responsibility of the applicant.

PLANNING COMMISSION REVIEW AND DECISION: The City of Peculiar Planning Commission meets on the 2nd Thursday of the month at 7:00 PM in City Hall. The agenda and staff report(s) will be available the Friday preceding the Commission meeting. The chairperson will open the Public Hearing for each case to hear presentations by the owner or authorized agent, the public, and City Staff, respectively. After everyone has had the opportunity to speak, the Commission will close or continue the Public Hearing to a later date.

BOARD OF ALDERMEN REVIEW AND DECISION: The City of Peculiar Board of Aldermen meet on the 1st and 3rd Monday of the month at 6:30 PM in City Hall. The agenda and staff report(s) will be available the Friday preceding the Board of Aldermen meeting. The Mayor will open the Public Hearing for each case to hear presentations by the owner or authorized agent, the public, and City Staff, respectively. After everyone has had the opportunity to speak, the Board of Aldermen will close or continue the Public Hearing to a later date.

EXAMPLE NOTICE OF PUBLIC HEARING

Notice of Public Hearing

Before the Planning Commission of the City of Peculiar, Missouri.

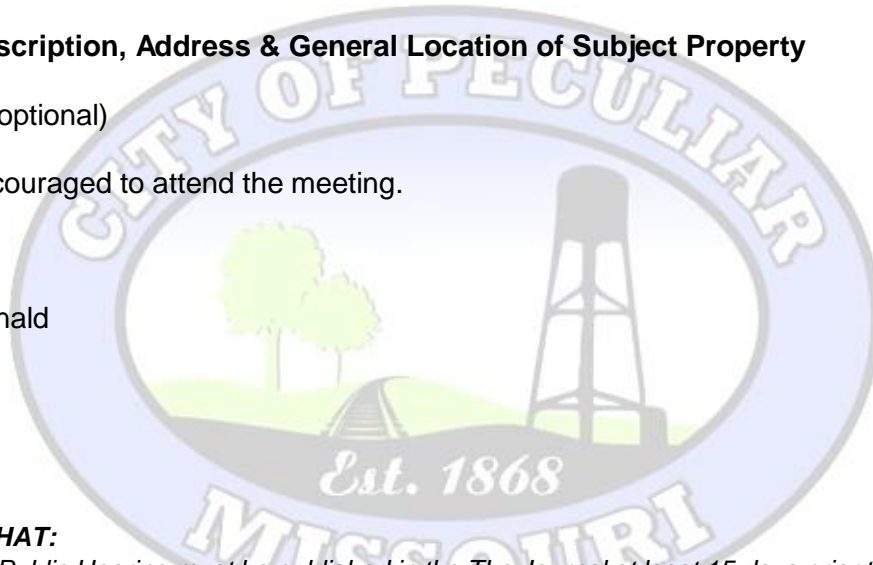
NOTICE IS HEREBY GIVEN of a Public Hearing before the Planning Commission of the City of Peculiar, Missouri to be held at 7:00 P.M. on **insert day of week**, insert **date of meeting** at City Hall (250 S. Main Street, Peculiar, Missouri) to consider an application for rezoning from _____ to _____ submitted by **insert applicant(s) name** on the following described property:

Insert Legal Description, Address & General Location of Subject Property

Insert specifics (optional)

The public is encouraged to attend the meeting.

Clifford L. McDonald
City Planner



PLEASE NOTE THAT:

- *The Notice of Public Hearing must be published in the The Journal at least 15 days prior to the scheduled Public Hearing. Notices must be provided to the newspaper by noon on Wednesday, a week prior to their Thursday distribution. Public Hearing Notices are required for both the Planning Commission and Board of Aldermen Public Hearings.*
- *The publication and all publication costs (including proof of publication) are the responsibility of the applicant.*
- *An affidavit of publication must be submitted to the City Planner before the scheduled Planning Commission meeting.*

EXAMPLE LETTER

Insert Date of Letter

To Whom It May Concern:

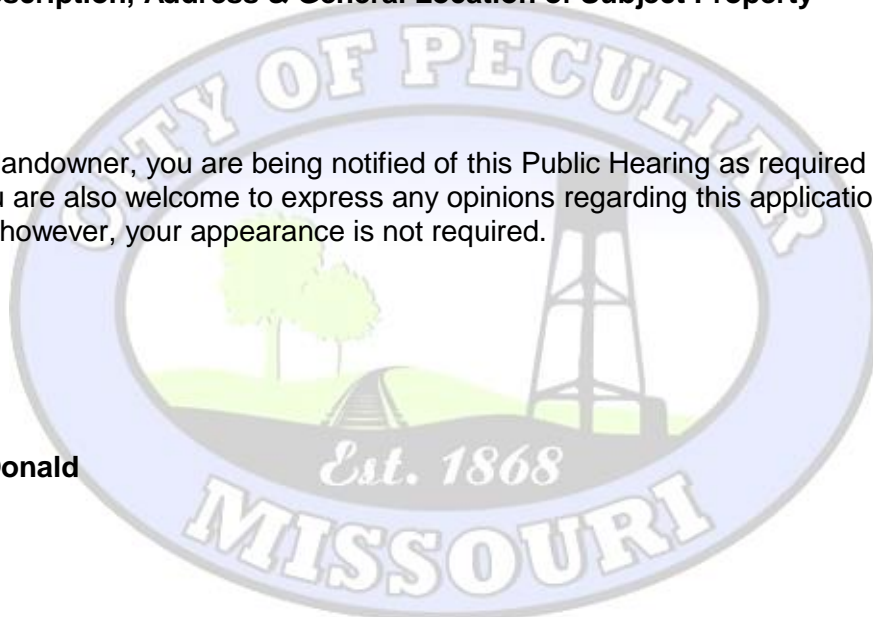
This letter is to notify you of a Public Hearing before the City of Peculiar Planning Commission which is scheduled for 7:00 P.M. on insert day of week, insert date of meeting, in City Hall (250 S. Main Street, Peculiar, Missouri), to consider an application for rezoning from _____ to _____ submitted by insert applicant(s) name on the following described property:

Insert Legal Description, Address & General Location of Subject Property

As an adjacent landowner, you are being notified of this Public Hearing as required by Municipal Ordinance. You are also welcome to express any opinions regarding this application during the Public Hearing; however, your appearance is not required.

Sincerely,

Clifford L. McDonald
City Planner



PLEASE NOTE THAT:

- *The City is responsible for mailing letters (**certified mail, return receipt requested**) to all property owners within 300 feet of the subject property.*
- *All "green cards" and receipts must be submitted to the City Planner before the scheduled public hearing.*
- *The cost of mailing certified letters is the responsibility of the applicant.*