



Citizens Guide to the Rezoning Process

The Zoning Regulations for Christian County, Missouri are the regulatory tool used to secure coordinated development within the unincorporated portions of Christian County. Every parcel of land in unincorporated Christian County has a zoning designation. The zoning district defines the types of land uses or development that are allowed within that district. Within each district, standards such as building setbacks, minimum lot area requirements, parking needs, and sign provisions are specified.

When you, as a property owner, want to use your property for a purpose other than the one permitted within the zoning district by the Zoning Regulations, you may request that the zoning be changed. The County Commission, after receiving the recommendations from the Planning and Development Department and the Planning and Zoning Commission, may authorize the change.

The following steps will guide you through the rezoning process. Staff is available at any point during the process to assist you or your representative with any questions or concerns you might have.

First Step: Initial Contact

You are encouraged to meet with the staff of the Planning and Development Department. The purpose of this meeting is to discuss your plans, to learn how the County's plans and policies may affect your property and its development, and to determine what zoning district may be best suited to your proposed development and the surrounding neighborhood. In this way, you will know from the start, what (if any) problems a request for rezoning could face. There may even be a method for allowing you to do what you would like to do on your property without a rezoning. Except for applications for Planned Unit Developments, this step is not required but is strongly encouraged.

Second Step: The Application

When you have determined that a rezoning is necessary, you may submit a [Rezoning Application](#) to the Planning and Development Department. The following items must accompany the application in order to be considered a complete application:

- [Rezoning Application](#) signed by the property owner at the time the application is filed, attesting to the truth and correctness of all facts and information presented with the application. The application shall be submitted at least **thirty (30) days** before the public hearing date to be held by the Planning and Zoning Commission.
- Accurate legal description of the property as well as a map showing its location.
- A recorded copy (on file in the Recorder of Deeds Office) of the property deed which establishes rightful ownership of the property to be rezoned.
- List of all the property owners, and their mailing addresses, both within the area to be rezoned, and within 1000 feet of the area to be rezoned, that can be obtained from the County Assessor's office.
- Plain envelopes for each name on the list of property owners with the names and addresses typed on the envelopes as well as completed certified mail labels. *(You must pay the P & D Department for the cost of the Certified Mailing.)*
- Non-refundable [application fee](#)

Third Step: Staff Review

During the weeks following the application deadline, the Planning and Development Department staff will evaluate your request based upon goals and policies as approved by County Commission. Your request's effect on the County's street system, the availability of sanitary sewer system, and other public facilities; its effect on surrounding properties, specifically on existing residential neighborhoods, and other considerations will be evaluated. Requests must be evaluated as to the effect on the community as a whole and not on the special interests of the property owner. Based upon this evaluation, the staff prepares a staff report to the Planning and Zoning Commission that contains the staff recommendation to the Commission. You will be informed of the date, time and place of the meeting with a copy of the staff report and staff recommendation the week prior to the Planning and Zoning Commission meeting.

Also during this time, staff will provide you with the format for a legal advertisement which must be published in the Christian County Headliner or The Daily Events at least 15 days prior to the hearing. You will be responsible for the cost of the advertising as well as the cost for certified mailings of notices to the property owners within 1000 feet of the property to be rezoned. Staff will place public hearing signs on the property to advise interested parties of the date, time and place of the Planning and Zoning Commission meeting.

Fourth Step: Planning and Zoning Commission Meeting

The Planning and Zoning Commission will hold a public hearing to consider your request. You or your representative must attend the Planning and Zoning Commission meeting. The P & Z Commission will hear each case on the agenda in the following order: the staff presentation and recommendation; your (or your representative's) presentation; other persons in favor of the rezoning, and any persons wishing to speak in opposition to the rezoning. The Commission will recommend the request be approved, the request be denied, or the request be approved with modifications. If the Commission determines that additional information is needed to make a decision, it may also table the request to a future meeting.

Your request will automatically be placed on the next available County Commission agenda along with the recommendation from both the Planning and Zoning Commission and the staff. During the time prior to the County Commission hearing on your request, staff prepares minutes of the Planning and Zoning Commission meeting, and prepares a staff report for County Commission review.

When the County Commission meets on your rezoning request, you (or your representative) are not required to attend the County Commission meeting, but it is recommended that you attend in case the County Commission has any questions. If the County Commission deems it desirable, an application may be tabled for one additional hearing.

Fifth Step: The County Commission Meeting

The County Commission meeting is the public hearing. The Commission will review the staff recommendation and the Planning and Zoning Commission recommendation. They will also hear from you or your representative and any others wishing to speak in favor of or in opposition to the rezoning.

The County Commission may vote on your request after the public comment portion of the meeting and any questions are answered. They may approve the request, approve the request with modifications, or deny the request. If the Commission determines that additional time for review is required, the request may be tabled until a later meeting.

A simple majority, two of the three Commission members, is required to approve rezoning requests. If a valid protest petition has been submitted for a rezoning request, again, a two-thirds majority, two of the three Commission members, is required to approve the rezoning. An outline of protest petition procedures can be found in the Christian County Zoning Regulations in Article 49, Section 2, subsection G. You will be notified following the County Commission's action on your rezoning request. Another request for rezoning on the same tract of land cannot be accepted by the Planning and Development Department within four months of County Commission's decision.