



County of Christian

Planning and Development

1106 W. Jackson St.

Ozark, MO 65721

Case Number: _____

Date Received: _____

Received By: _____

Fee Paid: _____

Receipt # _____ Check # _____

APPLICATION

PROPERTY OWNER / REPRESENTATIVE INFORMATION

Owner's Name _____

Owner's Address _____

Phone Number _____ Fax # _____ Email _____

Representative's Name _____

Representative's Address _____

Phone Number _____ Fax # _____ Email _____

Representative's Signature _____

TYPE OF REQUEST

Rezoning Amendment to PUD # _____

Conditional Use Permit (CUP) Variance

Amendment to CUP # _____ Appeal

Planned Unit Development (PUD) Vacation (Subdivison, Road etc)

PROPERTY INFORMATION

Parcel Number _____ Section _____ Township _____ Range _____

Address / Location of Property _____

Acreage Being Considered for Request _____ Existing Zoning _____

Existing Land Use _____

On-Site Wastewater System _____ Public Sewer Provider _____

EXISTING OR PROPOSED WATER SUPPLY

On-Site Well _____ Shared Well _____

How many people serviced by Shared Well _____

Public Provider _____

Authorized Signature of Owner(s) _____ Date _____

_____ Date _____

ACKNOWLEDGEMENT OF PROPERTY OWNER

STATE OF MISSOURI)

) SS.

COUNTY OF CHRISTIAN)

On this ____ day of _____, in the year _____, before me, the undersigned notary public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged that he/she/they executed the same for the purposes therein contained. In witness whereof, I hereunto set my hand and official seal.

Notary Public

OWNER AND REPRESENTATIVE MUST READ AND INITIAL THE FOLLOWING:

- ____ Application for a Rezoning, CUP, PUD, Variance, Appeal, etc. does not guarantee approval of the request. No refunds will be granted. Non-payment of any required fee or charge will result in an incomplete application and the request will not be heard by the Christian County Planning Commission, the Christian County Commission, and/or the Christian County Board of Adjustment. Failure to pay the required fee or charge for a period of ninety days will constitute a withdrawal of the request.
- ____ As required by the State Zoning Laws, a legal and must be placed in a local publication. A notice of public hearing will also be posted on the property by the County.
- ____ The property owner authorizes Christian County staff to conduct on-site inspections relating to the request in order to ensure compliance with provisions of the Planning and Development and Building Inspection Regulations.
- ____ All public hearings should be attended by the property owner or their representative. Failure to appear could result in the case not being heard as scheduled. Anyone in attendance will be given an opportunity to enter testimony into the record. A decision may be issued without the attendance of the applicant or representative.
- ____ Christian County is not responsible for inaccurate information provided by the owner/representative. Submission of an inaccurate legal description could result in the need to re-advertise the request at the applicant's expense or making the decision void.
- ____ All applications, submissions, and testimony at a public hearing are public record.

Unless otherwise posted, all Planning and Zoning Commission Hearings and Board of Adjustment Hearings are held at 1106 S. Jackson Street, Ozark, MO 65721. Office Phone: (417) 581-7242 Fax: (417) 581-4623

What you need in the application process for a Rezoning, Conditional Use Permit, Planned Unit Development, Variance or Appeal.

1. Completed, signed and notarized application form.
2. A warranty deed must be submitted to verify current ownership of property.
3. A complete type written legal description of the property to be considered in the request must be submitted. This legal description can be obtained from a recorded warranty deed, quit claim deed or a survey.
4. A letter explaining the reason for the request. The letter should include a description of the proposal along with information concerning water and wastewater services as well as information about impacts to traffic, the environment, the impact on the neighborhood and abutting neighbors, and any proposed mitigation measures.
5. The required application fees: (Below fee does not include Advertising costs)

Rezoning	\$650
Conditional Use Permit (CUP)	\$450
Amendment to CUP	\$350
Planned Unit Development (PUD)	\$650
Amendment to PUD	\$650
Variance	\$250
Appeal	\$250
Vacation (Subdivision, Road etc)	\$350

6. A site sketch plan including all existing and proposed improvements, including the on-site wastewater system, well, drive(s), building(s), floodplain and sinkhole location(s). The site plan may be hand drawn but must be complete.
7. A Planned Unit Development report is required for all PUD applications. This report must be provided by an engineer licensed in the State of Missouri.
8. A list of all property owners within 1,000 feet of the property. This list is to be obtained from the Christian County Assessor's Office (417) 582-4310. Printed labels of all property owners within 1,000 feet must also be submitted along with business sized envelopes and postage. Postage should not be affixed to envelopes. (Postage may be paid with required application fees).
9. An aerial map of the property must be submitted. This map may be obtained through the Christian County Planning and Development Office.
10. When applicable, a copy of your valid business license or lease/rental agreement must be provided.