



City of Jefferson
 Department of Planning & Protective Services
 320 E. McCarty Street
 Jefferson City, MO 65101
 Phone: 573-634-6410
icplanning@jeffcitymo.org
www.jeffersoncitymo.gov

Project Information (Please use additional sheets if necessary)			
Name of Project			
Location/Address			
Submitted by			
Applications Submitted (Check box and circle item)		<input type="checkbox"/> P&Z: Zoning Amend Comp Plan Amend Special Exception PUD Sub. Plat Annexation	
		<input type="checkbox"/> BOA: CUP Variance Appeal	
		<input type="checkbox"/> Staff: Site Plan Bldg Plans Grading Plan Change of Use Temp Use	
		<input type="checkbox"/> Other:	
Consultant(s) (List lead consultant and all others who are responsible for major project elements)			
Lead Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Consultant Name		Firm Name	
Address			
Telephone Number		Fax No.	
E-Mail			
Property Owners/Applicants (List owner; Mark "X" next to the name of the primary contact)			
Owner Name			
Address			
Telephone No.		Fax No.	
E-Mail			
Applicant Name			
Address			
Telephone No.		Fax No.	
E-Mail			

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.

Instructions for Filing SPECIAL EXCEPTION USE Applications Section 35-74C Jefferson City Zoning Code

Department of Planning & Protective Services - Planning Division
320 East McCarty Street - Jefferson City, Missouri 65101
Phone (573) 634-6410 Fax (573) 634-6457

1. **Purpose.** Special exception uses are those uses which generally are compatible with the permitted land uses in a given zoning district, but which require individual review of their location, design and configuration, and require the imposition of conditions to ensure the appropriateness of the use at a particular location.

2. **Applicability.**
 - a. The designation of a use in a zoning district as a special exception use does not constitute an authorization or assurance that such use will be approved.
 - b. Approval of a Special Exception Use Permit shall be deemed to authorize only the particular use for which the permit is issued.
 - c. No use authorized by a Special Exception Use Permit shall be enlarged, extended, increased in intensity or relocated unless an application is made for a new Special Exception Use Permit in accordance with the procedures set forth in this Section.
 - d. Development of a special exception use shall not be carried out until the applicant has secured all the permits and approvals required by this Section or by county, state or federal agencies.

3. **Application and Review Procedures.** Application requirements and processing procedures shall comply with those described in this Section and Section 35-70.

4. **Review Criteria.** No special exception use may be approved or established unless the Planning and Zoning Commission shall find that the use:
 - a. is consistent with the purpose and intent of the Zoning Ordinance; and
 - b. is consistent with the Comprehensive Plan; and
 - c. shall not substantially and permanently injure the appropriate use of neighboring property; and
 - d. shall serve the public convenience and welfare; and
 - e. shall not over burden the municipal services; and
 - f. shall not cause traffic, parking, population density or environmental problems; and
 - g. shall not adversely affect the health, safety and welfare of the community.



5. **Conditions that May Be Imposed on the Special Exception Use.** Conditions may be imposed on a special exception use. Generally, the conditions applied include the following.
 - a. The operation of the use may be limited;
 - b. Performance standards may be imposed to ensure that the potential incompatibilities created by the special exception use are mitigated; and
 - c. The site design and layout may be adjusted to mitigate potential negative impacts on the neighboring properties.

6. **Decision-maker.** The Planning and Zoning Commission shall review the request at a public hearing in conformance with Section 35-70 and make a recommendation to the Council. The Council shall review the request at a public hearing and may approve, modify or deny approval of the application. The minutes of the hearing shall reflect the findings of fact based on the review criteria, demonstrating the reason for the Council=s decision.

7. **Revocation of a Special Exception Use Permit.** Any permit granted under the authority of this Section is subject to revocation in accordance with Section 35-70.P for any or all of the following reasons:
 - a. Non-compliance with any conditions imposed on the special exception use;
 - b. Violation of any provisions of this Section and the Zoning Ordinance pertaining to the use of land, the construction or use of buildings or structures or activities conducted on the premises by the applicant or his tenants; and
 - c. Violation of any other adopted Ordinances, regulations, resolutions or ordinances of the city, county, state or federal law agencies by the applicant or his tenants, provided that such violations relate to the conduct or activity authorized by the Special Exception Use Permit or the qualifications of the applicant or his tenants to engage in such conduct or activity.