

Application to Planning and Zoning Commission City of Union Zoning District Change

Date Filed: _____

The application and supporting documents must contain the following:

- A) Names and addresses of all owners of the subject property.
- B) A clear and accurate legal description of the property to be rezoned.
- C) Names and addresses of all abutting property owners.
- D) Present zoning classification: _____
- E) Proposed zoning classification: _____
- F) A plat showing the actual shape and dimension of the property.
- G) A map of the area surrounding the property, which clarifies the property location.
- H) Such other information with regard to the property and the surrounding area which may be required to determine and provide for the proper hearing of the application.
- I) The completed notarized statement of application.
- J) \$500 Filing Deposit.

NOTE: This information must be filed as set forth with the City Clerk, along with a \$500 filing deposit no later than 4:30 p.m. the second Monday of the month to be considered at the regular monthly Planning and Zoning Commission meeting, normally held the fourth Monday of the month.

STATEMENT OF APPLICATION:

I _____ declare that all attached information and documents are true:

Owner Signature(s)

Sworn and subscribed before me, this _____ day of _____, _____.

Notary Public

(notary stamp)

City of Union Ordinance # 1934 was enacted under the authority of Chapter 89 of the Revised Statutes of Missouri on May 14, 1990, to promote the health, safety, and general welfare of the citizens of Union and to avoid street congestion, achieve appropriate population distribution, provide necessary spaces for light, air, and recreation, protect existing property values, and secure the proper future development of the City of Union in accordance with the Comprehensive Plan by regulating the use, bulk, and density of land and structures.

Article XXIII:Amendments to Zoning Districts and Regulations

Section 405.850General Provisions. [R.O. 2012 §405.850]

This Section contains procedures for amending this Chapter, zoning district boundaries or classification of property. Included are regulations for the filing of petitions and required public hearing notices in reviewing requested changes.

Section 405.860Procedures. [R.O. 2012 §405.860; Ord. No. 3200 §1, 2-12-2007]

A. The Board of Aldermen may, from time to time, on its own motion, or on petition, amend, supplement, change, modify, or repeal by ordinance the boundaries of districts or regulations, or restrictions established. Any proposed amendment, supplement, change, modification, or repeal of these zoning provisions shall first be submitted to the Planning and Zoning Commission upon forms prescribed for that purpose by the Planning and Zoning Commission and accompanied by such data and information so as to assure the fullest practicable presentation of facts, for its recommendations and report. If the Commission makes no report within sixty (60) days, it shall be considered to have made a report approving the proposed amendment, supplement, modification, or change. Upon the filing of the recommendations and report by the Commission with respect to any proposed amendment, supplement, change, modification, or repeal, the Board of Aldermen shall proceed to hold a public hearing in relation thereto, giving at least fifteen (15) days' notice of the time and place of such hearing, which notice shall first be published in a newspaper having a general circulation in the City of Union. The Zoning Enforcement Official or his designated representative shall post a notice of public hearing in a conspicuous place on said property at least 15 days prior to said hearing on each side of a property fronting on a street or highway. In addition, notice shall be sent by registered mail to all property owners within three hundred (300) feet of the property proposed to be rezoned.

[Ord. No. 4016 §1, 5-9-2016]

B. If a protest against such change, modification, or repeal was presented in writing to the City Clerk duly signed and acknowledged by the owners of thirty percent (30%) or more, either of the area of the land (exclusive of streets, and alleys), included within such proposed change, or within an area, determined by lines drawn parallel to and one hundred eighty-five (185) feet distant from the boundaries of the district proposed to be changed, such amendment shall not become effective except by the favorable vote of two-thirds (2/3) of all the members of the Board of Aldermen.

C. The party or parties other than the Board of Aldermen proposing or recommending a change in the district regulations or district boundaries or requesting a rezoning shall deposit five hundred dollars (\$500.00) with the City Clerk at the time the application is submitted and shall be provided a receipt therefore. All deposits received hereunder shall be paid over to the credit of the General Revenue Fund of the City of Union. The deposit shall be used for all expenses associated with the proposed rezoning or regulation change to specifically include, but not necessarily limited to, all costs for notice and publication, staff time associated with processing the request, postage for any recording of any documents and all mailings required and any other expenses pertaining directly thereto. Any balance remaining after deducting for all expenses shall be refunded to the party or parties who made the deposit. In the event the expenses associated with the application are more than the deposit, the City Clerk shall cause a statement for the balance to be sent to the applicant for immediate payment. The City Clerk shall cause no action to be taken regarding the decision until the balance has been paid.

* The Planning and Zoning Commission meets regularly on the fourth Monday of each month; the deadline for submitting a zoning amendment to the Commission is 4:30 p.m. on the second Monday of the month.

** Application is included on the reverse side of this document.

*** The Board of Aldermen meets regularly on the second Monday of each month. The agenda deadline for submissions to the Board is noon, Wednesday preceding the meeting date.

***** **ZONING AMENDMENTS – BRIEF** *****

1. File application and necessary documentation to Planning and Zoning Commission (via City Clerk). \$500 Filing Deposit must be included with application.*
2. Planning and Zoning Commission will review application and make recommendation to the Board of Aldermen. ***
3. Board of Aldermen will hold a Public Hearing regarding the application.
4. Board of Aldermen will either deny or approve the application by voting on bill to enact.

****THIS PROCESS MAY TAKE 30-90 DAYS FOR COMPLETION****

Note: City Ordinance in effect shall take preference over this brochure on all matters.

Zoning Amendments



*Last Edited Per Ordinance 4016
May 9, 2016*