



# REZONING Application

**SUBMITTAL INFORMATION** The undersigned hereby applies to the CITY OF ASHLAND, MISSOURI, For zoning review as outlined in Chapter 9, Section 9.440, Amendment of Regulations or Zoning District Map.

**Physical Address:** \_\_\_\_\_

**Parcel ID #:** \_\_\_\_\_

**Current Zoning:** \_\_\_\_\_ **Requested Zoning:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Applicant Name (Please Print)** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
 \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
 \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Owner Name** \_\_\_\_\_

**Address:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_  
 \_\_\_\_\_ **Fax #:** \_\_\_\_\_  
 \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**REQUIRED SUBMITTALS WITH COMPLETED APPLICATION**

- Property survey
- Letter of Intent of Zoning Use or Building Use
- Names and addresses of all owners of record for all real property located within 185' of the property for which the change is requested.
- Advertising & Notification Charges: \$100 (*you will be billed if advertising/notification costs are exceeded*)
- Stormwater Calculations
- Traffic Study
- Other: \_\_\_\_\_
- Application Fee: \_\_\_\_\_ (See page 3)

**Staff Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

|                                |                                      |       |       |
|--------------------------------|--------------------------------------|-------|-------|
| <b>OFFICE<br/>USE<br/>ONLY</b> | Application:                         | _____ | _____ |
|                                | City Staff Review:                   | _____ | _____ |
|                                | Planning & Zoning:                   | _____ | _____ |
|                                | Board of Aldermen 1st Reading:       | _____ | _____ |
|                                | Board of Aldermen 2nd Reading:       | _____ | _____ |
|                                | Final Revisions / As-Built Received: | _____ | _____ |

**99.440. Amendment of Regulations or Zoning District Map**

**9.440.1** Origination of Amendments. The Board of Aldermen, on its own motion or on petition, may revise, modify or amend the regulations and the districts created by this ordinance. Such revisions, modifications or amendments shall be enacted only in the manner set forth herein.

**9.440.2** Petition Content. In the case of petition by a private party for amendment of the zoning district map, the petitioner shall furnish the names of owners of record of all real property lying adjacent to and within one hundred and eighty-five (185) feet of any real property, exclusive of streets and alleys, for which such district map change is requested, as disclosed by the official records of the County. 84 The petition shall be accompanied by a check made payable to The City of Ashland, in the sum of one hundred dollars (\$100.00) to cover the costs of the procedure. The City Clerk shall maintain a summary of the total expenses involved with the procedure. If the total expenses exceed one hundred dollars, then petitioner shall pay the difference to the City of Ashland within 10 days of the action by the Board of Aldermen. (amended Council Bill No. 2006-059, 1-02-2007)

The petition shall be in or on a form supplied by the Administrative Officer, shall be attested to by the owner or owners of record of real property for which the change is requested, shall contain an accurate legal description of the real property for which change is requested, and shall include such other maps, plats, affidavits or showings as the Board of Aldermen may require. The petition shall be submitted at least thirty (30) calendar days prior to the meeting of the Planning and Zoning Commission. (amended Council Bill No. 2008-010, 2-18-2008)

**9.440.3** Referrel. All motions or petitions for amendment of the zoning district map or the zoning ordinance shall be referred to the Planning and Zoning Commission for public hearing, review, report and recommendation, with notice given as provided in Section 9.440.4 below. At least one public hearing shall be conducted thereon by the Planning and Zoning Commission.

**9.440.4** Notice. At least fifteen days notice of the time and place of such public hearing shall be published in at least one newspaper having general circulation within the City of Ashland, giving particulars as to the location of such proposed zoning district map amendment, or the nature of the proposed zoning ordinance amendment.

**9.440.5** Action. Following review and recommendation by the Planning and Zoning Commission, the Board of Aldermen may conduct any additional hearing or hearings on the matter, with public notice given in the same manner as that for the hearing before the Planning and Zoning Commission, and shall act to adopt, adopt with change, or deny the motion or petition to amend the map or regulations at any public meeting of the Board of Aldermen.

No proposed change by the Board of Aldermen to a petition or motion to amend the zoning district map shall increase the area involved nor substitute a different district, unless the matter is re-advertised, referred back to the Planning and Zoning Commission, and reheard de novo, as a new proposal.

**9.440.6** Protest. In case of a written protest against any proposed district map amendment, signed and acknowledged by the owners of thirty percent or more, wither of the areas of the land, exclusive of streets and alleys, included in the proposed change or within an area determined by lines drawn parallel to and one hundred and eighty-five 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 of the Board of Aldermen.



# DEVELOPMENT APPLICATION FEE SCHEDULE

Adopted by Resolution #27 on 5/16/12

|   |           |
|---|-----------|
| <b>ANNEXATIONS (Voluntary)</b>              | No Charge |
| <b>CONDITIONAL USE REVIEW</b>               | 200       |
| Extension                                   | 100       |
| <b>PLANNED DEVELOPMENT</b>                  |           |
| Preliminary Development Plan                | 300 */**  |
| Final Development Plan                      | 300 */**  |
| Amendment to Approved Plan                  | 150 */**  |
| <b>REZONING</b>                             | 200 *     |
| <b>SITE PLAN REVIEW</b>                     | 300       |
| Extension                                   | 100       |
| <b>SUBDIVISION PLATS</b>                    |           |
| Minor Plats                                 | 200 ***   |
| Major Plats (Preliminary)                   | 200       |
| Major Plats (Final)                         | 300 ***   |
| <b>VARIANCES</b>                            |           |
| Residential                                 | 100 *     |
| Non-Residential                             | 200 *     |
| <b>APPEALS</b>                              |           |
| Admin. Determination to Board of Adjustment | 100 *     |
| P&Z decision to Board of Aldermen           | 200 *     |
| <b>SERVICES</b>                             |           |
| Official Zoning Verification                | 25        |
| Administrative Officials Determination      | 50        |
| Misc. Letter Requests                       | 25        |

- \* Plus cost of legal advertisement
- \*\* Plus cost of legal fees
- \*\*\* Plus recording fees

**Applicants: Please note the following:**

1. All fees listed above are non-refundable and are due at the time of submittal.
2. Some projects (including PDs, plats, and site plans) may require review by an engineer hired by the City. Applicants are responsible for reimbursing the City for any engineer review costs associated with their submittals. These costs are not included in the above listed fees and will be billed to the applicant separately.

| <b>PLANNING AND ZONING COMMISSION</b>                      |                        |
|--|------------------------|
| <b><i>2018 Applicant's Submittal Deadlines*</i></b>        |                        |
| <b>Complete Application Packet Submitted to the City**</b> | <b>Meeting Date***</b> |
| 12/11/17   | 1/9/18                 |
| 1/8/18   | 2/13/18                |
| 2/12/18  | 3/13/18                |
| 3/12/18  | 4/10/18                |
| 4/9/18   | 5/8/18                 |
| 5/7/18   | 6/12/18                |
| 6/11/18  | 7/10/18                |
| 7/9/18   | 8/14/18                |
| 8/13/18  | 9/11/18                |
| 9/10/18  | 10/9/18                |
| 10/8/18  | 11/13/18               |
| 11/12/18   | 12/11/18               |

**This calendar provides a general timeframe for submitting development applications for the Planning and Zoning Commission Agenda. This schedule may be altered due to conflicts with scheduled holidays, the number of applications filed at any one time, the types of projects to be reviewed or staff and/or Commission availability.**

\*Depending on the complexity of the application, items which require review by the City Engineer may require additional time which is not reflected upon this schedule.

\*\*Per Missouri State Statute and Ashland City Code legal advertisements must be published a minimum of 15 days in advance of a meeting. This schedule accounts for that required notice while also providing staff adequate time to review the application.

\*\*\*The final drafts of staff reports are due one week prior to the meeting date. Therefore, staff must have all necessary paperwork one week prior to the staff report deadline, essentially two weeks prior to the anticipated meeting date.