



## CITY OF ROCK HILL

9511 Manchester Road • Rock Hill, MO 63119 • (314)968-1410 • Fax (314)968-4843

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### Instructions for Filing an Application for Rezoning

1. The Planning and Zoning Commission meets to review projects on the first Wednesday of the month at 6:30 P.M. at City Hall.
2. The filing deadline is the second Wednesday of each month. Incomplete applications may be delayed or postponed.
3. The petitioner must submit the following:
  - Completed application
  - 2 folded copies of the applicable plans for initial staff review. Additional copies will be needed for review by the Planning and Zoning Commission and the Board of Aldermen.
  - Project report
  - \$200 fee
4. The Petitioner or an authorized representative should attend the meeting to answer any questions regarding the petition.
5. If you need additional assistance, please contact Jennifer Yackley, Assistant to the City Administrator, at 314-968-1410 ext. 314.



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Application for Rezoning

**PART A: PARTIES OF INTEREST**

Petitioner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Agent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Interest in the project (Engineer, Attorney, Architect) \_\_\_\_\_

Property Owner's Name (if different): \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

**PART B: SITE DESCRIPTION**

As owner or applicant (indicate which) it is requested that the property located (address, if assigned, or general description):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

approximately \_\_\_\_\_ square feet or acres, be rezoned from \_\_\_\_\_

to \_\_\_\_\_ for the purpose of \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



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**PART C: COMPREHENSIVE PLAN**

Explain how the proposed rezoning is consistent with the Comprehensive Plan.

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**PART D: CHECK LIST**

- Legal description of all properties involved (use either metes and bounds or subdivision/block/lot description)
- Two full size, folded copies of a boundary survey signed and sealed by a surveyor or engineer licensed in the State of Missouri
- \$200 application fee
- Completed Site Plan Application if changes to the site are proposed (**Applications to rezone to a planned district {C-2, PD-Mixed Use or PD-Residential} are required to submit a site plan application**)

**PART F: SIGNATURES**

_____	_____
Date	Signature of Petitioner
_____	_____
Date	Signature of Owner



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**REZONING TIME FLOW CHART**

**APPLIES TO ANY REZONING**

<u>FILING DEADLINE</u>	2 <sup>nd</sup> Wednesday of month #1
<u>PRESENTATION TO PLANNING COMMISSION</u>	1 <sup>st</sup> Wednesday of month #2*
<u>PUBLIC HEARING AT BOARD OF ALDERMEN</u>	3 <sup>rd</sup> Tuesday of month #2**
<u>ACTION ON ENABLING LEGISLATION</u>	1 <sup>st</sup> Tuesday of month #3***

- \* Customarily, P & Z will vote at this meeting. However, the law does not require them to reach a decision until 60 days after the petition has been referred to them. If they have not made a recommendation at the end of 60 days, their inaction is deemed to be a vote in favor of the petition.
  
- \*\* All rezonings require a Public Hearing. Notice of Public Hearings must be given at least 15 days in advance of the hearing. If it seems the P & Z will reach a decision at the prior meeting, a Public Hearing will be scheduled in advance of the P & Z vote. If there is doubt as to a vote by the P & Z, the hearing will not be scheduled until after the P & Z vote.
  
- \*\*\* This is the normal time flow. However, the Board does not have to have a bill prepared until after they have received the input of the public at the Public Hearing. If they choose to get the input of the public before the bill is prepared, hence addressing public concerns within the provisions of the bill, it may delay presentation of the bill until their next meeting. The Board does not have to read a bill more than once at any meeting. Hence, on a slow track the Public Hearing and bill vote process could take as long as 3 meetings of the Board of Aldermen.