



## Instructions for Filing an Application for a Text Amendment

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
  - \$200 fee
  - Additional applications, if necessary (Rezoning, Special Use Permit)
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.



**CITY OF ROCK HILL**

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

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Application for Text Amendment

**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) \_\_\_\_\_

**PART B: TEXT AMENDMENT PROPOSED** (if multiple amendments are proposed please use additional sheets for each amendment)

The proposed text amendment would amend Section \_\_\_\_\_ of the City of Rock Hill City Code.

Present Text: \_\_\_\_\_

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

Proposed Text: \_\_\_\_\_

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

Reason for Amendment: \_\_\_\_\_

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





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### TEXT AMENDMENT TIME FLOW CHART

FILING DEADLINE 2<sup>nd</sup> Wednesday of month #1

PRESENTATION TO PLANNING COMMISSION 1<sup>st</sup> Wednesday of month #2\*

PUBLIC HEARING AT BOARD OF ALDERMEN 3<sup>rd</sup> Tuesday of month #2\*\*

ACTION ON ENABLING LEGISLATION 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 text amendments 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.