



CITY OF ROCK HILL

827 N. Rock Hill Road • Rock Hill, MO 63119 • (314)968-1410 • Fax (314)968-4843

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, City Administrator, at 314-561-4302 or jyackley@rockhillmo.net.



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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.

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 nd Wednesday of month #1
<u>PRESENTATION TO PLANNING COMMISSION</u>	1 st Wednesday of month #2*
<u>PUBLIC HEARING AT BOARD OF ALDERMEN</u>	3 rd Tuesday of month #2**
<u>1st READING ON ENABLING LEGISLATION</u>	1 st Tuesday of month #3
<u>2ND READING AND VOTE ON LEGISLATION</u>	2 ND 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.