

APPLICATION REQUIREMENTS FOR ZONING AMENDMENTS

The Osage Beach Planning Commission holds regularly scheduled hearings on the Second (2nd) Tuesday of each month. (See schedule on last page of packed).

To be considered for rezoning the applicant(s) must provide the following:

1. Complete, concise legal description of the area in question. Must be typed or a copy of an official document, i.e. abstract, warranty deed, tax receipt, etc.
2. Application completed and signed by the property owner. An application is attached; additional applications are available in the City Clerk's office, and/or Planning Department. Application **must** be signed by the property owner and notarized.
3. Site plan showing existing buildings, proposed buildings, distances from property lines, tract size, streets and other property characteristics. Must be accurate and to scale. Small copies (8.5x11) should be included with large site plans, surveys, etc. **Site plan requirements for Special Use Permits, overlay requests, and PUD's must be obtained from the Planning Department.*
4. Location sketch or plat of the land, showing adjoining and abutting tracts and the owners of those tracts. Standard rezoning applications must include all property owners within 185 feet. *E-overlay requests should include all property owners within 250 feet of subject property. Properties adjacent to Lake of the Ozarks shall submit names and address for those owners in both directions from the property corners adjacent to the lake and then along the shoreline 1000 feet and all properties perpendicular and adjacent thereto.
5. Letter or report describing the request and any past and present issues related to the request. The document should be concise, legible and addressed to the Planning Commission.
6. A list of owners of record, title of the subject property and of all property within 185 feet of the boundaries of the subject property with **current** mailing addresses of such owners as set forth in the land records of Camden or Miller County, Missouri. For E-1, E-2, and E-3 districts, notification requirements are outlined in the site plan requirements of City Code. Inaccurate or incomplete information shall subject the application to rejection or tabling by the Planning Commission.
7. Filing fee for Planning and Zoning case review is two hundred (\$200.00) dollars (effective 8/1/06). Postage shall be determined by the rate for *certified / return receipt* mail at the time of application, for each property owner within the specified 185 feet.
8. The City Planner, prior to payment and filing with the City Clerk, shall review all application materials. Applications must be filed with the City Clerk on the third (3rd) Friday of the preceding month. A filing deadline and hearing schedule is attached.

*NOTE Items 3 & 4 may be combined as part of the site plan requirements for E and PUD zones.

Incomplete applications and/or submittals may be removed from the Commission agenda. Application materials will be returned to the applicant via regular mail.

Application materials may be mailed to: Osage Beach Planning Department
1000 City Parkway
Osage Beach, MO 65065

**APPLICATION FOR REZONING/SPECIAL USE PERMIT
CITY OF OSAGE BEACH, MISSOURI**

Please read the attached information thoroughly before completing this application

Instructions:

All questions must be answered in black ink. Please PRINT or TYPE. If a question is not applicable, indicate so by 'N/A'.

Application must be **signed by applicant, dated and notarized**. Applications mailed or submitted without notarized signatures will be returned via regular mail.

1) Name of property owner:

Address:

Phone:

Fax:

List all owners of the property. If corporation or partnership, list names, addresses and phone number of principal officers or partners:

2) Name of landowner's representative, if different from above:

Address:

Phone:

Fax:

3) All correspondence relative to this application should be directed to whom?

4) General location of property to be rezoned or for which special use permit is sought: (Include street number for existing structures):

5) Do you have a specific use proposed for this property? Yes:

No:

Explain all uses:

6) Area of property in square feet or acres:

7) Present zoning classification:

8) Sources of utilities:

Water:

Gas:

Sewer:

Electric:

9) Proposed zoning classification:

10) How long have you owned this property?

11) Present use of property: (Describe all present improvements)

12) Present use of all property adjacent to subject property:

North:

South:

East:

West:

(13) If zoning district or comparable use to that proposed adjoins or lies within the near vicinity of the subject property, please describe the use and it's location:

14) Do you own property abutting or in the near vicinity of the subject property? Yes: No:

If yes, where is this property located and why was it not included in this application:

15) Do any private covenants or restrictions encumber the subject property which could be in conflict with the proposed zoning classification? Yes: No: If yes, please remit copy of restrictions with recorder of Deeds book and page number.

16) To your knowledge, has any previous application for the reclassification of the subject property been submitted? Yes: No:

17) How, in your opinion, will the rezoning affect Public facilities (sewer, water, schools, roads, etc.)? And what mitigating measures does the applicant propose to address these problems if any? Applicant should include letter from or regarding City Engineering Department review of proposed zoning.

18) How, in your opinion, will rezoning affect adjacent properties and what mitigating measures does the applicant propose to address these problems, if any?

19) List the reasons why, in your opinion, this application for rezoning/special use permit should be granted:
(*May be left blank if adequately described in application letter to Commission.)

The undersigned, having read the procedures and instructions, makes application for a change in the zoning district boundary lines as shown on the zoning maps of the City of Osage Beach, Missouri, as explained on this application form. In support of this application, all necessary information is attached.

Date of Application

Signature of Applicant

Signature of Accepting Officer

Signature of Property Owner

Subscribed and sworn to before me this

day of

, 20

My Commission expires:

Notary Public

State of Missouri, County of Camden

(Seal)

NOTE: Applications not signed and notarized will be removed from the Commission agenda and returned to the applicant via regular mail.