



City of

# Harrisonville

est.  
1836

FEE: <u>    \$150    </u>
REC'D BY: _____ (STAFF USE ONLY)

## APPLICATION REZONING AND SPECIAL USE PERMIT

CASE NO.: _____
PC DATE: _____ (STAFF USE ONLY)

PLEASE PRINT

<b>REQUEST CHECK ONE:</b> <u>        </u> <b>ZONING AMENDMENT</b> <u>        </u> <b>SPECIAL USE PERMIT (SUP)</b>
GENERAL LOCATION OR ADDRESS OF SUBJECT PROPERTY: _____ _____
LEGAL DESCRIPTION: _____ _____
ACRES/SQ. FT.: _____
CURRENT ZONING ON PROPERTY: _____      CURRENT LAND USE: _____

<b>APPLICANT'S NAME(S):</b> _____	<b>PHONE:</b> _____
<b>COMPANY:</b> _____	<b>FAX:</b> _____
<b>MAILING ADDRESS:</b> _____ STREET  CITY  STATE  ZIP	
<b>E-MAIL ADDRESS:</b> _____	

<b>PROPERTY OWNER NAME(S):</b> _____	<b>PHONE:</b> _____
<b>COMPANY:</b> _____	<b>FAX:</b> _____
<b>MAILING ADDRESS:</b> _____ STREET  CITY  STATE  ZIP	
<b>E-MAIL ADDRESS:</b> _____	

<b>ENGINEER/ARCHITECT'S NAME(S):</b> _____	<b>PHONE:</b> _____
<b>COMPANY:</b> _____	<b>FAX:</b> _____
<b>MAILING ADDRESS:</b> _____ STREET  CITY  STATE  ZIP	
<b>E-MAIL ADDRESS:</b> _____	

**SIGNATURE OF OWNER OR APPLICANT:** \_\_\_\_\_

NOTE: IF APPLICANT IS NOT THE PROPERTY OWNER, A SIGNED STATEMENT FROM THE PROPERTY OWNER AUTHORIZING THE APPLICATION IS REQUIRED.

# REZONING AND SPECIAL USE PERMIT APPLICATION

## PROCESS AND SUBMITTALS

### STEP 1. PRE-APPLICATION CONFERENCE

Applicants should contact the Community Development Planner to schedule a pre-application conference prior to submission of an application.

### STEP 2. ITEMS TO BE SUBMITTED BY APPLICANT

Submit following 30 days before Planning and Zoning Commission Meeting .

1. Complete application form
2. \$150 filing fee. Make check payable to the City of Harrisonville
3. If applying for a special use permit or planned zoning district, submit a Site Plan application and check list and five (5) full size (24" x 36") and one (1) reduced size (11" x 17") paper copies and one electronic .pdf copy by email of the Site Plan.

### STEP 3. PUBLIC HEARING NOTICE AND LETTERS

Public hearings are required at both the Planning and Zoning Commission and Board of Aldermen. At least 15 days prior to the hearings, City staff will mail notices of the public hearing to all property owners within 185 feet and have a legal notice of the hearings published in the *Cass County Democrat*.

### STEP 4. PLANNING AND ZONING COMMISSION MEETING

The Harrisonville Planning and Zoning Commission meets on the 3<sup>rd</sup> Thursday of the month at 6:00 PM in City Hall. The agenda and staff report(s) will be available the Friday before the meeting.

The chairperson will open the public hearing to hear a presentation by the city staff, the owner or authorized agent, and the public. After everyone has had the opportunity to speak, the Chairman will close the public hearing, deliberate on the request and make a recommendation to the Board of Aldermen to approve or deny the application.

### STEP 5 BOARD OF ALDERMEN MEETING

The Harrisonville Board of Aldermen meet on the 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month at 7:00 PM in City Hall. The agenda and staff report(s) will be available the Friday before the meeting.

The Mayor will open the public hearing for a presentation by staff, the owner or authorized agent, and the public. After everyone has had the opportunity to speak, the Board of Aldermen will close the public hearing, deliberate on the request and decide whether to approve or deny the application or return it to the Planning and Zoning Commission for further review.

### RESOURCES

It is the applicant's responsibility to become familiar with the applicable requirements prior to the submission of an application. Here are some online links to information that will be useful.

City of Harrisonville Website

[HTTPS://WWW.CI.HARRISONVILLE.MO.US/INDEX.ASPX?NID=869](https://www.ci.harrisonville.mo.us/index.aspx?NID=869)

Comprehensive Plan

[HTTP://CI.HARRISONVILLE.MO.US/DOCUMENTCENTER/VIEW/678](http://ci.harrisonville.mo.us/documentcenter/view/678)

Zoning Map

[HTTPS://WWW.CI.HARRISONVILLE.MO.US/DOCUMENTCENTER/VIEW/6182](https://www.ci.harrisonville.mo.us/documentcenter/view/6182)

Zoning Regulations

[HTTPS://WWW.ECODE360.COM/27908265](https://www.ecode360.com/27908265)

Cass County Maps, Property and Building Information

[HTTPS://CASSGIS.INTTEGRITYGIS.COM/H5/INDEX.HTML?VIEWER=CASS](https://cassgis.integritygis.com/H5/INDEX.HTML?VIEWER=CASS)

### CONTACTS

City Hall, 300 East Pearl St., Harrisonville, MO 64701	(816) 380-8900	Fax 816-380-8910
Roger Kroh, Community Development Planner	816) 380-8922	rkroh@harrisonville.com
Christopher Arthur, Building Official	(816) 380-8912	carthur@harrisonville.com
Ted Martin, City Engineer	(816) 380-8900	tmartin@harrisonville.com
Public Works Department, 201 W. Chestnut, Harrisonville, MO 64701		Fax 816-380-3997
Eric Patterson, Director of Public Works	(816) 380-8964	epatterson@harrisonville.com