

INFORMATION TO APPLICANT

Procedure for Filing Application for Change of Zoning, Conditional Use Permit, Variance or Planned Development.

1. Obtain application forms from Jackson County Planning and Development Division.
2. Read application thoroughly and assemble all required information.
3. Submit application, required information and fee to:
 Planning and Development Division
 Department of Public Works
 303 West Walnut
 Independence, Missouri 64050

(Check payable to: Manager of Finance)
4. Upon acceptance of the application and required information, you will be given a receipt for the filing fee and your request will be scheduled for a public hearing in accordance to the Plan Commission/Board of Zoning Adjustment schedule. No portion of the filing fee will be refunded to you. Additional expenditures in excess of the filing fee necessary and incidental to the processing of the application will be billed to you. No final action on an application will be taken until such bills are paid in full.
5. The County will have a notice of your public hearing published in a newspaper at least fifteen (15) days prior to either the Plan Commission or the Board of Zoning Adjustment hearing date.
6. The County will provide notice by certified mail at least fifteen (15) days prior to the hearing to all surrounding property owners within the required distance.
7. The County also will post distinctive signs on your property giving notice of at least fifteen (15) days prior the hearing.
8. The County strongly encourages that you also contact surrounding property owners (either individually or in a neighborhood meeting) prior to the hearing and inform them of your plans. Enclosed is a sample letter from an applicant to surrounding property owners.
9. You will receive a reminder notice approximately one week prior to your scheduled hearing date.
10. You or your appointed agent must be present at the hearing.
11. With a recommendation from the Plan Commission a second public hearing will be held before the Legislative Land Use Committee for a change in zoning, conditional use permit, and planned development. In regard to a variance application, the decision of the Board of Zoning Adjustment is the final determination. Appeals may be made only to the Circuit Court of Jackson County, MO.

If you have questions or need additional information contact the Planning & Development Division at 881-4530.