

WARREN COUNTY PLANNING & ZONING
REZONE PROCEDURE

You will also need to print out the “How to Determine Property Owners Within 1000 Feet” packet which is available on the website.

ARTICLE X: AMENDMENTS

The County Commission may, upon the recommendation of the Planning and Zoning Commission, after public notice and hearing as provided by law, amend, supplement or change the Order or the Zoning Map.

Section 10.1: CHANGE BY OWNER APPLICATION

A. Applications for amendment, revision or change of the Order or the Zoning Map may be made by any owner or his attorney-in-fact who wants his property to be rezoned. If such application is made by the owner's attorney, he shall enter upon the application the name and current mailing address of the owner. Satisfactory evidence of ownership shall be provided at the time of application. Such application shall be made upon forms prescribed by the County Commission and duly filed with the Planning and Zoning Administrator. Accompanying said application shall be:

1. A legal description of the property proposed for rezoning;
2. A parcel map outlining the property proposed for rezoning;
3. A recent certificate of title to the subject property evidencing ownership;
4. A development plan, either in narrative form or a preliminary site plan, indicating the intended use of the property;
5. A list of the names and addresses of all of the owners of all of the property within one thousand (1,000) feet of the property proposed for rezoning;
6. A fee in the amount as determined from time to time by the County Commission.

In addition to the aforementioned fee, the applicant shall pay for all mailing costs for notification to adjacent property owners within one thousand (1,000) feet of the property proposed for rezoning and publication costs.

All such applications shall be set down for hearing before the Planning and Zoning Commission not later than ninety (90) days from the date of filing of the application. Notice of the time and place of such hearing shall be published in at least one newspaper of general circulation, (publication fee to be paid by the applicant,) within the County, such notice to be published at least fifteen (15) days prior to the date of said hearing before the Planning and Zoning Commission. Notice shall also be given, at least fifteen (15) days before the hearing, by certified mail to all owners of any real property located within one thousand (1,000) feet of the parcel of land for which the change is proposed. Notice of such hearing shall also be posted at least fifteen (15) days in advance thereof in one or more public areas of the County Administration Building. Any such hearing may, for good cause, at the request of the applicant or in the discretion of the Planning and Zoning Commission, be continued. If the applicant does not appear at the scheduled hearing before the Planning and Zoning Commission, the hearing may be rescheduled upon the applicant paying for notice to be published at least fifteen (15) days prior to the hearing and for mailing of notice to all owners of any real property located within one thousand (1,000) feet of the parcel of land for which the change is proposed.

Within forty-five (45) days after the final hearing of such application, the Planning and Zoning Commission shall recommend the approval or denial of the same by majority vote and a report of such recommendation shall be made by the Planning and Zoning Commission to the County Commission. The County Commission may accept or reject the recommendation of the Planning and Zoning Commission and shall approve or deny the application. If the applicant wishes to continue the process with a public hearing for a final determination from the County Commission, application will be made, through the County Clerk's office. Notice of the time and place of such hearing shall be published at the applicant's expense in at least one newspaper of general circulation, (publication fee to be paid by the applicant,) within the County, such notice to be published at least fifteen (15) days prior to the date of said hearing before the Planning and Zoning Commission. Notice at the applicant's expense shall also be given, at least fifteen (15) days before the hearing, by certified mail to all owners of any real property located within one thousand (1,000) feet of the parcel of land for which the change is proposed.

If an application is denied, no subsequent application requesting the same amendment, revision or change with reference to the same property, or part thereof, may be filed by any applicant until the expiration of six (6) months after the final denial by the County Commission.

Section 10.2: CHANGE BY COUNTY COMMISSION

Recommendations for amendment, revision or change of the Order or the Zoning Map may be made by the Planning and Zoning Commission upon its own motion or upon request of the County Commission. The County Commission may revise, modify or amend the Order and the Zoning Map; provided, however, such proposed changes shall first be submitted to the Planning and Zoning Commission. In either case, final action thereon shall be taken only upon notice and hearing as provided in Section 10.1 hereinabove. The payment of the fee set forth above shall not be required for requests for proposed amendments, revisions or changes initiated by the Planning and Zoning Commission or the County Commission.

Section 10.3: PROTEST PROCEDURES

In case of written protest filed against any proposed change or amendment to the Order or the Zoning Map signed and acknowledged by the owners of twenty percent (20%) of the frontage within one thousand (1,000) feet to the right or left of the frontage proposed to be changed, or by the owners of twenty percent (20%) of the frontage directly opposite, or directly in the rear of the frontage proposed to be altered, or in cases where the land affected lies within one and one-half (1.5) miles of the corporate limits of a municipality having in effect ordinances zoning property within the corporate limits of such municipality, made by resolution of the City Council or Board of Trustees thereof, and filed with the County Clerk, such amendment may not be passed except by the favorable vote of all the members of the County Commission.

Warren County Planning and Zoning Application

PARCEL ID _____ PERMIT # _____

Please complete all that apply to the permit you are requesting:

RESIDENCE _____ (New construction only)	OR	MANUFACTURED DWELLING _____
Single Family _____	Multi Family _____	Square Footage _____
Basement _____	Slab Foundation _____	Concrete Foundation _____
# Bedrooms _____	Single Story _____	Two Story _____
# Bathrooms _____	Central Sewer _____	Individual Septic _____

If a Mobile Home/Manufactured Dwelling, provide a copy of the title or bill of sale and complete the following: Model _____ Make _____ Year _____

(If exchanging: 60 days to remove the old dwelling) **Remove & Replace Existing** _____
Address where mobile is being moved from: _____

IMPROVEMENT - WITH INTERNAL PLUMBING _____
Type _____ Dimensions _____

IMPROVEMENT - NO INTERNAL PLUMBING _____
Type _____ Dimensions _____

CONDITIONAL USE _____ Specify Conditional Use(s) Sought (from Conditional Uses list in appropriate zoning district of current Warren County Zoning Codes): _____

REZONE _____ Requested change from _____ to _____

Complete in full:
APPLICANT NAME(S) _____
Check One: **OWNER (S)** _____ **OTHER (Owner(s) Affidavit Required)** _____

MAILING ADDRESS
STREET: _____
CITY: _____ STATE: _____ ZIP CODE: _____
PHONE # _____

PROPERTY ADDRESS (If different from mailing address)
STREET: _____
CITY: _____ STATE: _____ ZIP CODE: _____
If property purchased within the last 12 months, list previous owner: _____

DIRECTIONS TO PROPERTY: _____

List any buildings presently on property: _____

IF THIS APPLICATION IS FOR CONDITIONAL USE OR REZONE, ADDITIONAL DOCUMENTS ARE REQUIRED. OBTAIN AND COMPLETE APPLICABLE DOCUMENTS AND ATTACH.

Signature valid only if notarized or witnessed by Planning & Zoning Office Staff.

PHOTO ID REQUIRED

SIGNATURE: _____ DATE: _____

(By signing this application you acknowledge you have been informed and agree to the stipulations and/or conditions required under the Warren County Zone Order to obtain the necessary permit(s).)

OFFICE USE ONLY

CONDITIONAL USE _____ REZONE From _____ To _____

PLAT: P F Description: _____

Temporary Electric Sticker _____ Permanent Electric Sticker _____

FIRE DISTRICT _____

PARCEL ID _____ LOT _____ ACREAGE _____ +/-

SECTION _____ TOWNSHIP _____ RANGE _____

SUBDIVISION _____ PLAT _____

FLOODPLAIN _____ ZONED _____

Reviewed By _____

AS BUILT / BFE REQUIRED: YES _____ NO _____

CULVERT SPECIFICATIONS DISTRIBUTED: YES _____ NO _____

60 DAY / FP REVIEW: YES _____ NO _____ REVIEW DATE: _____

Rezone Checklist

- APPLICANT MUST APPEAR AT PLANNING & ZONING MEETING ON _____ . IF APPLICANT DOES NOT APPEAR, REZONE WILL NOT BE HEARD AND ACTED UPON UNTIL NOTIFICATION FEES ARE PAID, AGAIN. IT IS APPLICANT'S RESPONSIBILITY TO MAKE SURE THEY HAVE THE DATE.**

- A legal description of the property proposed for rezoning;
- A parcel map outlining the property proposed for rezoning;
- A recent certificate of title to the subject property evidencing ownership;
- A development plan, either in narrative form or a preliminary site plan, indicating the intended use of the property;
- A list of the names and addresses of all of the owners of all of the property within one thousand (1,000) feet of the property proposed for rezoning;
- A fee in the amount as determined by the County Commission from time to time, shall accompany the application.
- In addition to the aforementioned fee, the applicant shall pay for all mailing costs for notification to adjacent property owners within one thousand (1,000) feet of the property proposed for rezoning and any publication costs required by the Order.
- All paperwork must be turned in to the Planning and Zoning office and all fees paid no later than 3:00pm on the 3rd Wednesday of each month. The application will then be placed on the agenda for the Planning and Zoning Commission meeting for the next month.
- A photo ID of the property owner or their designated representative (with a notarized affidavit).

Applicant Signature

Date

Witness

WARREN COUNTY PLANNING AND ZONING
Schedule of Fees effective February 2, 2015 Exact Cash or Check only

Zoning Permits

Single Family Residence & Manufactured Dwelling:	\$100.00
Mobile Home, Recreational Vehicle, Camper:	\$ 80.00
Two Family Residence (2 units)	\$160.00
Improvement:	
120 sq. feet & under	No Charge
121-250 sq. feet	\$ 40.00
251-1000 sq. feet	\$ 50.00
1001-2000 sq. feet	\$ 75.00
2001 & over	\$100.00
Home Additions & In Ground Pools	\$ 50.00
Privacy Fences	\$ 40.00
Commercial:	\$100.00 plus 5¢/ sq. ft.
Multi-Family Residence (more than 2 units)	is charged at Commercial Rate
Shared Use (Tower)	\$300.00
Changes to Existing Towers	\$150.00
MoDot Permitted Billboards/Signs	\$100 plus 5¢/ sq. ft. of face

Conditional Use

Application:	\$150.00
Amend CUP Conditions	\$ 50.00
Publication:	\$ 60.00
Certified Mailings (# x \$7.40):	

Rezone Application

Publication:	\$60.00
Certified Mailings (# x \$7.40):	
Application:	
Less than 1 acre:	\$175.00
1 to 4.99 acres:	\$200.00
5 to 9.99 acres:	\$250.00
10 to 19.99 acres:	\$300.00
20 to 49.99 acres:	\$350.00
50 to 99.99 acres:	\$400.00
100 to 199.99 acres:	\$450.00
200 to 299.99 acres:	\$500.00
300 to 399.99 acres:	\$550.00
400 to 499.99 acres:	\$600.00
Over 500 acres:	\$700.00

Variance

Application	\$125.00
Publication	\$ 60.00
Certified Mailings (# x \$7.40)	

Subdivisions

Preliminary Plats:	\$25.00/ lot
Paper copies of Master Plan or Codes	\$ 40.00
CD copy of Master Plan or Codes	\$ 5.00

Effective 3-7-01, the fee will be doubled if the correct permit(s) is not obtained before the project is started. Effective 4-30-07, additional publication and certified mailing fees for second hearing conducted by the County Commissioners.

Not for profit- No permit fee, application fee for CUP, but publication & mailing; can ask for 501C3

Damage-less than 50%, same footprint, no cost for permit. Damage more than 50%, even though footprint same, permit full price. Changing roofline or footprint, permit full price.