

ARTICLE IX: 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 Zoning Order or the Zoning Map.

Section 9.1: CHANGE BY OWNER APPLICATION

- A.** Applications for amendment to the Zoning Order or the Zoning Map for the purpose of changing uses permitted in a given zoning district may be made by any owner or his attorney-in-fact. If such application is made by the owner's attorney-in-fact, 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 the owners of all the property within one thousand (1,000) feet of the property proposed for rezoning;
 6. A deposit in the amount as determined from time to time by the County Commission to cover the cost of publication, notice, the court reporter and the processing of the application.
- B.** Notice and publication shall be as required by Missouri law. All applications shall be set 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. If the applicant does not appear at the hearing before the Planning and Zoning Commission, at the option of 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 or the application may be denied. Within forty-five (45) days after the final hearing of such application, the Planning and Zoning Commission shall by a majority vote of the Commission members present either recommend approval or denial of the request and a report such recommendation to the County Commission.
- C.** Amendments to the Zoning Order which are of general applicability in Warren County shall not require notice to adjoining property owners but shall require a public hearing after notice duly published in a newspaper of general circulation within Warren County.

- D.** The County Commission shall thereafter schedule a public hearing on the request for amendment. Notice of the time and place of such hearing shall be published in at least one newspaper of general circulation within the County, such notice to be published at least fifteen (15) days prior to the date of said hearing before the County 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. If an application is denied, no subsequent application requesting the same amendment, revision or change 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 9.2: CHANGE BY COUNTY COMMISSION

Recommendations for amendment, revision or change of the Zoning 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 for its review and recommendation. If the proposed amendment involves specific real property whether initiated by the Planning and Zoning Commission or the County Commission the process shall be the same as that applicable to a change or amendment initiated by the owner of the subject property except that the cost thereof shall be borne by Warren County. If the proposed amendments are of general applicability the notice requirements of **Section 9.1 C.** shall apply.

Section 9.3: 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 two-thirds of all the members of the County Commission.

Warren County Planning and Zoning Application

PARCEL ID _____ PERMIT # _____

Complete this section in full:

APPLICANT NAME(S) _____

Check One: OWNER(S) _____ OTHER (Owner(s) Notarized Affidavit Attached*) _____

Applicant's Mailing Address

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Applicant's Phone # _____

Site Address ~ Actual Location to be Permitted

Site must have a valid address assignment from the 911 Business Office at 636-456-7088.

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

If property was purchased within the last 12 months, list previous owner: _____

DIRECTIONS TO PROPERTY: _____

List all buildings presently on the property: _____

Complete **ONLY** the following section(s) that apply to the permit(s) you are requesting at this time ----

Rezone	Check here if requesting a change in Zoning _____ Current zoning of parcel is _____ Requesting a Rezone of the parcel to _____
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****IF THIS APPLICATION IS FOR A REZONE OR CONDITIONAL USE PERMIT, ADDITIONAL DOCUMENTS ARE REQUIRED. OBTAIN AND COMPLETE APPLICABLE DOCUMENTS & ATTACH****

Conditional Use Permit	Check here if applying for a Conditional Use Permit _____ Zoning District _____ Specify the Conditional Use(s) sought (from the Conditional Uses list in the appropriate zoning district of the current Warren County Zoning Codes): _____ _____ _____
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Permit for a Dwelling	Select 1: Residence Constructed On-Site _____ Mobile Home _____ Modular Home _____ RV _____ Select 1: Single Family _____ Multi Family _____ Select 1: Single Story _____ Two Story _____ Multi Story _____ Select 1: Basement _____ Slab Foundation _____ Piers/Posts _____ Concrete with Crawl Space _____ Select 1: Central Sewer _____ Individual Septic _____ (Septic must be permitted prior to Structure Permit) Answer Each: Total # of Bedrooms _____ Total # of Bathrooms _____ Total Square Footage _____ Plans provided to P&Z/Sanitarian for review _____ Date Reviewed _____ Staff Initials _____ If Mobile Home/Modular Home/RV attach a copy of the title or bill of sale and complete the following: Model _____ Make _____ Year _____ VIN/Serial # _____ If removing a Mobile or Modular and replacing, check here _____ Floor Plan Attached _____ Address where Mobile/Modular is being moved from: _____ If exchanging Mobile Home or Modular Home the old dwelling <u>must be removed within 60 days.</u>
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Permit for Other Structures

Home Additions, In Ground Pools, Privacy Fences
Commercial Buildings & Signs

Improvements: Non-Residential Structures such as Storage
Sheds, Carports, Decks, Patios, Pole Barns, Livestock Shelters,
Barns, Grain Bins, Machine Sheds, Garages, etc.
All structures require a permit, regardless of size or use.

Select the structure you plan to build from the list below:

Commercial/Business-Related Building or Structure _____ Sign _____
In Ground Pool _____ Privacy Fence _____ Deck _____ Patio _____
Carport _____ Detached Garage _____ Attached Garage _____ Shed _____
Pole Barn _____ Machine Shed _____ Livestock Shelter _____ Grain Bin _____
Home Addition _____ Other (Specify Type) _____

Home additions require septic review before the Structure Permit can be issued.

If a home addition, how many bedrooms will be added? _____

If a home addition, will the addition have plumbing? _____

If for business use, describe the use of the structure in detail –

Additional permits may be required for construction of any structure intended for other than personal use. Contact the P&Z office for information regarding Conditional Use Permits or other zoning questions prior to submitting a building permit application.

Answer each of the following:

Will the new structure have internal plumbing? YES _____ NO _____

Dimensions of the structure to be built or added? _____

Total Square Feet of the New Structure or of the Addition _____

Will your structure be electrified? YES _____ NO _____ Not at this time _____

If electrified, will the structure have its own meter base? YES _____ NO _____

It is the property owner's responsibility to take the necessary measures to determine whether additional permits are required, and be aware of all legal restrictions that may apply to the property, structures, shared roads, or use of the property.

It is also the property owner's responsibility to take necessary steps to identify property lines, easements, right of ways, and public or private roads and comply with the appropriate setback requirements.

Signature valid only if notarized or witnessed by Planning & Zoning/Sanitation 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).)

PERMIT FEES ARE NON-REFUNDABLE Staff Witness _____

Reviewed by _____	P&Z OFFICE USE ONLY	
CONDITIONAL USE _____	REZONE From _____	To _____
PARCEL ID _____	ACREAGE _____	+/-
SECTION _____	TOWNSHIP _____	RANGE _____
SUBDIVISION _____	PLAT _____	LOT _____
ZONED _____	FLOODPLAIN _____	PERMIT # _____
FIRE DISTRICT _____	PLANS REVIEWED _____	
Temporary Electric Sticker # _____ ()	Permanent Electric Sticker # _____ ()	

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 OF \$750.00 plus \$8 per certified letter 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

Revised 11/12

10/23/2020

WARREN COUNTY PLANNING AND ZONING

Schedule of Fees effective March 1, 2021 Exact Cash or Check only

*****Fee will be doubled if the correct permit(s) is not obtained before the project is started*****

Construction Permits

Single Family Residence & Manufactured Dwelling:	\$125.00
Mobile Home, Recreational Vehicle, Camper:	\$100.00
Two Family Residence (2 units)	\$200.00
Improvement:	
120 sq. feet & under	No Charge
121-250 sq. feet	\$60.00
251-1000 sq. feet	\$70.00
1001-2000 sq. feet	\$95.00
2001 & over	\$120.00
Home Additions & In Ground Pools	\$70.00
Privacy Fences	\$60.00
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	\$200.00
MoDOT Permitted Billboards/Signs	\$100 plus 5¢/ sq. ft. of face

Application for Rezoning or Amendment

Fee	\$ 800.00
Certified Mailings	(# x \$8.00)
<i>(Note One: In the event the actual expenses associated with the Public Hearing Process required for rezoning or code amendments, the applicant shall be responsible for any additional cost).</i>	

Variance

Fee	\$250.00
Certified Mailings	(# x \$8.00)
(See Note One above).	

Conditional Use Permit

Fee	\$800.00
Certified Mailings	(# x \$8.00)
(See Note One Above)	

Subdivisions

Preliminary Plats:	\$30.00/lot w/a min fee of \$500.00
Final Plats:	\$100.00

Copies

Paper copies of Master Plan or Codes	\$50.00
CD copy of Master Plan or Codes	\$10.00

Certification of Zoning

Written Certification of Zoning	\$25.00
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