

City of St. Joseph

1100 FREDERICK AVENUE, Room 107
Planning & C. D. Department
Planning & Zoning Division

ST. JOSEPH, MISSOURI 64501-2346
Telephone (816) 271-4773
Telefax (816) 271-4752

APPLICATION FOR APPROVAL OF ZONING DISTRICT CHANGE

Non-Refundable Filing Fee Must be Attached: \$1,365.00

- **Street address of the property:** _____
- **Legal description of the property (must be submitted digitally as well as written unless it is lot and block):** _____

- **Requested Zoning District:** _____
- On a separate sheet of paper, fully describe the activity for which you are applying for a Zoning District Change. Include proposed hours of operation, expected traffic volumes, staffing levels, parking availability and any other information that would be helpful. Please do not exceed one sheet of paper. This information will be included in a letter that will be sent to all property owners within 185 feet of your property.

THE UNDERSIGNED HEREBY APPLIES FOR THE APPROVAL OF SAID ZONING DISTRICT CHANGE BY THE CITY OF ST. JOSEPH IN BELIEF THAT THE REQUEST CONFORMS TO CHAPTER 31 OF THE CODE OF ORDINANCES.

With the signing and submittal of this application, the property owner authorizes the City of St. Joseph to enter onto the subject property to collect data and other information in order to accurately prepare reports or other documentation for review by the City Council, City boards & commissions, and City departments.

- **Signature of applicant:** _____
Print or type name: _____
Address of applicant _____

Telephone number of applicant _____
- **Signature of property owner or his/her legal representative:** _____
Print or type name: _____
Address of property owner or his/her legal representative: _____
Telephone number of property owner or his/her legal representative: _____

Items to be submitted with application:

1. ___ This completed application -- all sections must be completed or application will be deemed invalid.
2. ___ \$1,365.00 non-refundable filing fee
3. ___ Legal description in digital format
4. ___ One separate sheet of paper explaining intended use of property.
5. ___ Zoning plat map (see back)
6. ___ Materials required on application checklist for zoning district change (see back)
7. ___ Planned Unit Developments and Planned Developments must also provide materials listed on PUD/PD checklist.

To be completed by City staff only: Current zoning of property: _____ Date application recvd: _____ Date filing fee recvd: _____ Staff initial: _____
