



**TANEY COUNTY PLANNING COMMISSION**

P. O. Box 383 • Forsyth, Missouri 65653

Phone: 417 546-7225 / 7226 • Fax: 417 546-6861

website: [www.taneycounty.org](http://www.taneycounty.org)

**APPLICATION FOR CONCEPT  
DIVISION III  
TANEY COUNTY PLANNING COMMISSION**

The Concept Application is for the use of the Planning Staff and Commission to enable us to know the nature of the planned project. The official Division III Application for permit will be filed along with everything needed to complete your file, as listed on the Division III Procedure Checklist. Division III Applications: \$150.00, Special Use Applications: \$150.00.

**NAME OF PROJECT:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_  
*(Must be owner of record)*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_  
*(Must be owner of record)*

**MAILING ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Representative Information**

**NAME OF REPRESENTATIVE:** \_\_\_\_\_

**MAILING ADDRESS (rep.):** \_\_\_\_\_

**TELEPHONE NUMBER (rep.):** \_\_\_\_\_

## Property Information

ACCESS TO PROPERTY (street # and name): \_\_\_\_\_

Number of Acres (or sq. ft. of lot size): \_\_\_\_\_

PARCEL #: \_\_\_\_\_  
(Parcel # MUST be on permit. Example: 00-0.0-00-000-000-000.000. This number is on top left hand corner of property tax statement. If you have not paid taxes on property, must have name of previous owner of property.)

SECTION: \_\_\_\_\_ TOWNSHIP: \_\_\_\_\_ RANGE: \_\_\_\_\_

NAME OF SUBDIVISION (if applicable): \_\_\_\_\_

Lot # (if applicable) \_\_\_\_\_ BLOCK # \_\_\_\_\_

### WITHIN 600' FROM THIS PROPERTY IS: (Check all land uses that apply)

- Commercial     Multi-Family     Residential     Agricultural  
 Multi-Use     Municipality

### SEWAGE DISPOSAL SYSTEM:

- Treatment Plant     Individual  
 Central Sewer: District # \_\_\_\_\_

### WATER SUPPLY SYSTEM:

- Community Well     Private Well  
 Central: District # \_\_\_\_\_

DOES THE PROPERTY LIE IN THE 100-YEAR FLOOD PLAIN?  Yes  No

### THIS REQUEST FALLS INTO ONE OR MORE OF THE FOLLOWING CATEGORIES:

- Residential     Multi-Family     Commercial     Industrial  
 Special Use     Other – Explain: \_\_\_\_\_





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DIVISION III PERMIT
APPLICATION/AFFIDAVIT
TANEY COUNTY PLANNING COMMISSION

Applicants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Description of Request: \_\_\_\_\_

Required Submittals:

- Typewritten Legal Description of Property involved in the request
Postage for notifying property owners within 600 feet of the request
Proof of Public Notification in a Newspaper of County-wide Circulation
Proof of Ownership or approval to proceed with request by the owner
Sketch Plan of the project which completely demonstrates request
Concept hearing conducted (date) \_\_\_\_\_

All plans subject to Planning Commission approval must be submitted with this application; including but not limited to: sketch/site plan, stormwater management plan, sediment and erosion control plan, wastewater disposal plan, revegetation and planting materials plan, and preliminary plats. It is also the applicant's responsibility to supply the Planning Commission with any other information required for completion of the relative and absolute policy checklists as required by the Taney County Development Guidance Code.

In signing this application I understand that if the information given is not true, my application may not be accepted or approved and that my permit may be revoked.

Applicant's Signature

Date of Application

## APPENDIX D

### Division III Permit Application Requirements

The Division III permit application provides for the comprehensive review of major developments by the Taney County Planning and Zoning Commission and the affected public. The Division III Flow Chart shown below details the Division III permit process.

**Step 1: PRE-APPLICATION CONFERENCE**

Filing of an application for a Division III permit must be preceded by a Pre-Application conference with Planning & Zoning Staff. Pre-Application Conferences are to be arranged with the applicant, who must submit, at a minimum, a sketch plan as the basis for discussion at the conference. The purpose of the Pre-Application Conference is to ensure that the developer understands the requirements of the Development Guidance Codes as they affect the planned project and to provide technical assistance on erosion control, sewage disposal, parking, basic site planning, and any other subjects pertinent to the project. Staff will also provide guidance as to the information needed for the Concept Hearing. The Pre-Application Conference is required, but is not a regulatory proceeding and is intended as a service to the developer.

**Step 2: FILING**

After completing the Pre-Application Conference and all issues are resolved, the applicant may file the Division III permit application with the Planning & Zoning office.

**Step 3: CONCEPT HEARING**

Once the Division III permit application has been filed and signed by the property owner, Planning & Zoning Staff will schedule the project for review at the next Concept Hearing with the Planning Commission. At the Concept Hearing, the applicant or their representative shall present to the Planning Commission their project plan, a one-page description of the requested development and or a preliminary plat. If the Planning Commission determines that the project is feasible and appropriate, a consensus shall be rendered to move to Public Hearing.

**Step 4: PUBLIC HEARING**

Upon successful completion of the Concept Hearing, the developer shall provide Planning & Zoning with all materials needed to make the project file complete; at a minimum, these submittals shall include:

- final plat
- complete, typewritten, and recordable legal description of the specific property involved in the development request (this may be included on or with the final plat)
- site plans necessary to graphically show the development

*Note:* At this time, a public hearing date shall be set with adequate time allowed to give proper public notice as defined in Step 5 below.

**Step 5: PUBLIC NOTICE**

- (a) Applications for Division III permits shall be reviewed at public hearings that are scheduled at regular Planning Commission meetings. Each hearing shall be preceded by at least one (1) notice that is published in a local newspaper of general circulation throughout the County at least fifteen (15) calendar days before the public hearing.

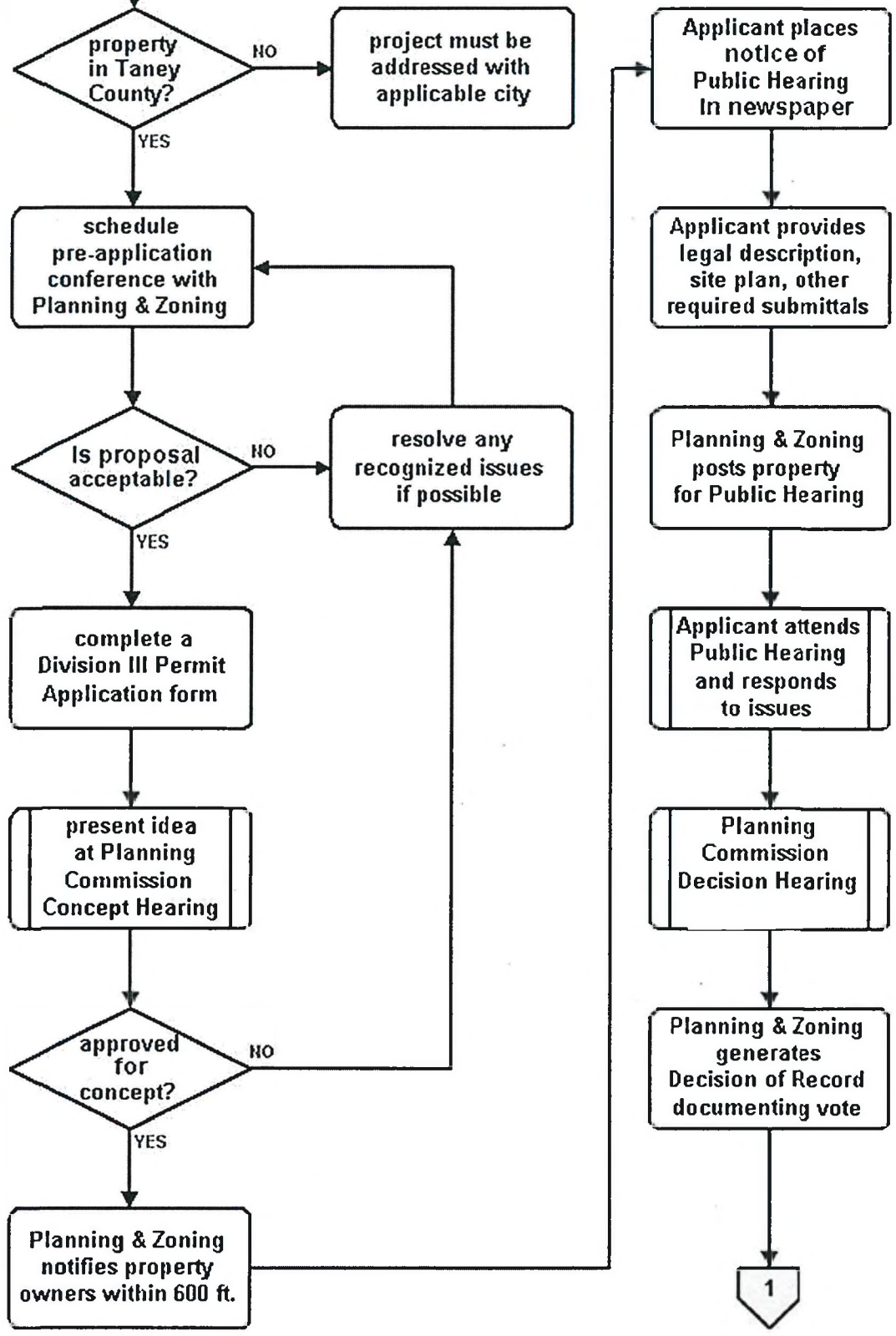
developer will be presented with written notice of the approval of their application for a permit, a copy of the Decision of Record, and the Division II permit.

Copies of all applications for Division II permits and supporting information are maintained in the Planning & Zoning office.

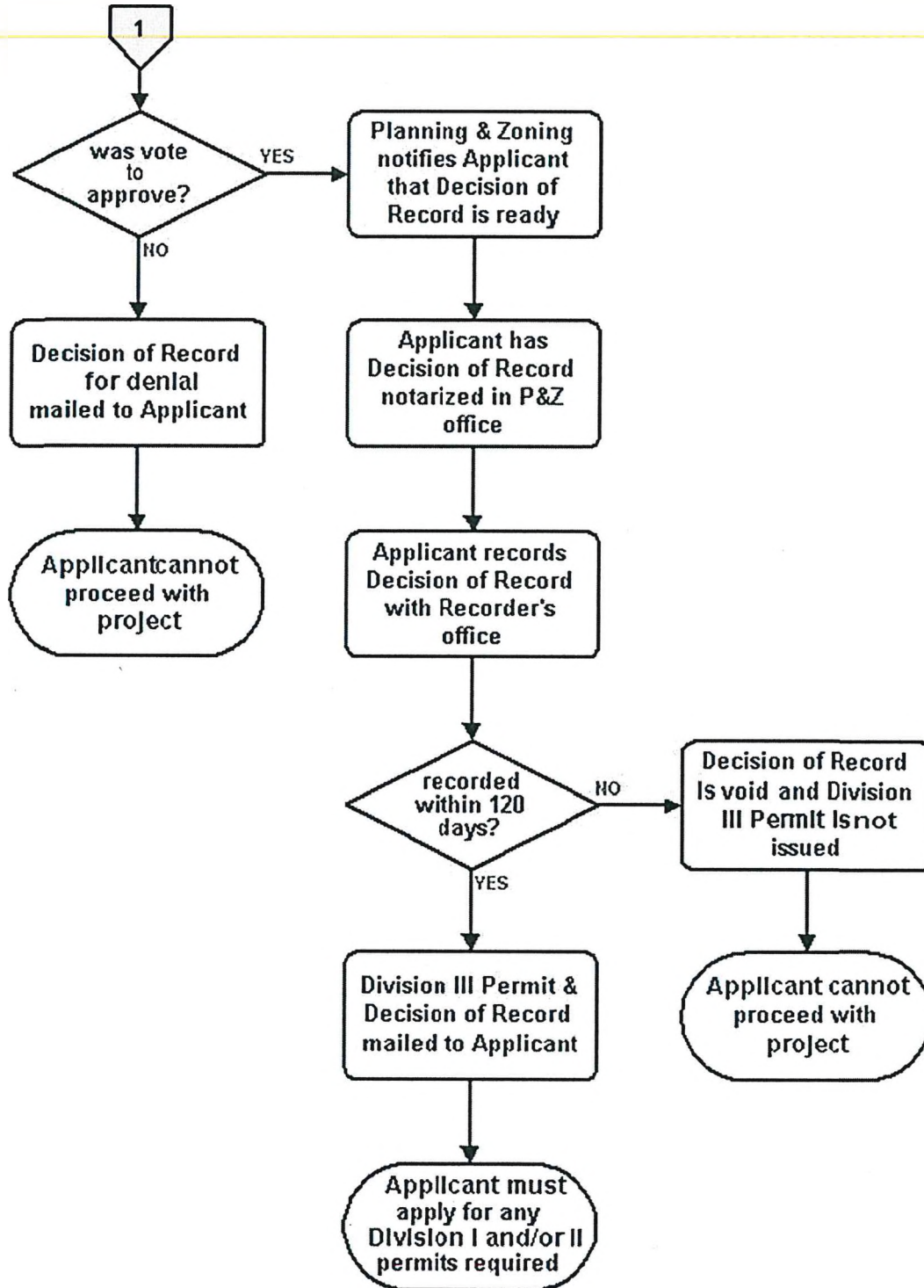


**Division III Permit Application Process**

**Division III Permit Application Process**



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| <b>Public Hearing Notification Deadline</b> | <b>Public Hearing (Meeting Date)</b> | <b>Concept Hearing Application Deadline</b> | <b>Concept Hearing (Meeting Date)</b> | <b>Board of Adjustment Application Deadline</b> | <b>Board of Adjustment (Meeting Date)</b> |
|---|--------------------------------------|---|---------------------------------------|---|---|
| <b>December 26, 2018</b>                    | <b>January 14, 2019</b>              | <b>December 26, 2018</b>                    | <b>January 14, 2019</b>               | <b>December 18, 2018</b>                        | <b>January 16, 2019</b>                   |
| <b>January 23, 2019</b>                     | <b>February 11, 2019</b>             | <b>January 23, 2019</b>                     | <b>February 11, 2019</b>              | <b>January 22, 2019</b>                         | <b>February 20, 2019</b>                  |
| <b>February 20, 2019</b>                    | <b>March 11, 2019</b>                | <b>February 20, 2019</b>                    | <b>March 11, 2019</b>                 | <b>February 19, 2019</b>                        | <b>March 20, 2019</b>                     |
| <b>March 20, 2019</b>                       | <b>April 8, 2019</b>                 | <b>March 20, 2019</b>                       | <b>April 8, 2019</b>                  | <b>March 19, 2018</b>                           | <b>April 17, 2018</b>                     |
| <b>April 24, 2019</b>                       | <b>May 13, 2019</b>                  | <b>April 24, 2019</b>                       | <b>May 13, 2019</b>                   | <b>April 16, 2019</b>                           | <b>May 15, 2019</b>                       |
| <b>May 22, 2019</b>                         | <b>June 10, 2019</b>                 | <b>May 22, 2019</b>                         | <b>June 10, 2019</b>                  | <b>May 21, 2019</b>                             | <b>June 19, 2019</b>                      |
| <b>June 19, 2019</b>                        | <b>July 8, 2019</b>                  | <b>June 19, 2019</b>                        | <b>July 8, 2019</b>                   | <b>June 18, 2019</b>                            | <b>July 17, 2019</b>                      |
| <b>July 24, 2019</b>                        | <b>August 12, 2019</b>               | <b>July 24, 2019</b>                        | <b>August 12, 2019</b>                | <b>July 23, 2019</b>                            | <b>August 21, 2019</b>                    |
| <b>August 21, 2019</b>                      | <b>September 9, 2019</b>             | <b>August 21, 2019</b>                      | <b>September 9, 2019</b>              | <b>August 20, 2019</b>                          | <b>September 18, 2019</b>                 |
| <b>September 26, 2019</b>                   | <b>October 15, 2019</b>              | <b>September 26, 2019</b>                   | <b>October 15, 2019</b>               | <b>September 17, 2019</b>                       | <b>October 16, 2019</b>                   |
| <b>October 24, 2019</b>                     | <b>November 12, 2019</b>             | <b>October 24, 2019</b>                     | <b>November 12, 2019</b>              | <b>October 22, 2019</b>                         | <b>November 20, 2019</b>                  |
| <b>November 20, 2019</b>                    | <b>December 9, 2019</b>              | <b>November 20, 2019</b>                    | <b>December 9, 2019</b>               | <b>November 19, 2019</b>                        | <b>December 18, 2019</b>                  |

- ❖ The Planning Commission Public Hearing and Concept meetings are normally held on the second Monday of each month. If a holiday falls on that Monday, the meeting will be held on the second Tuesday of the month. Submittal deadlines for the Concept and Public Hearing meetings will be twenty (20) days prior to the Hearing. The Concept and Public Hearing meetings will begin at 6:00 P.M. in the County Commission Hearing Room.
- ❖ The Taney County Board of Adjustment will meet at 6:00 P.M. on the third Wednesday of each month in the County Commission Hearing room. The submittal deadline for the Board of Adjustment Hearing will be thirty (30) days prior to the Hearing.
- ❖ The February Planning Commission meeting is reserved for review of the Taney County Development Guidance Code.

|                                   |   | Storm Water -<br>Land Disturbances<br>2 |   |   |   |   |                                       |
|-----------------------------------|---|---|---|---|---|---|---------------------------------------|
| Amusement Parks and Water Slides  |   | X                                       |   | X | X |   | Based on number of people/connections |
| Apartment Complex                 |   | X                                       |   | X | X |   | X                                     |
| Bar or Lounge                     |   | X                                       |   | X | X |   | X                                     |
| Campground                        |   | X                                       |   | X | X |   | X                                     |
| Car Wash                          |   | X                                       |   | X | X |   |                                       |
| Condominium                       |   | X                                       |   | X | X |   | X                                     |
| Dam                               |   | X                                       |   | X | X |   |                                       |
| Dry Cleaners/Laundromat           | X | X                                       |   | X | X | X |                                       |
| Gas Station                       | X | X                                       |   | X | X | X | X                                     |
| Grocery Store                     |   | X                                       |   | X | X |   | X                                     |
| Health Care Facility              | X | X                                       |   | X | X | X |                                       |
| Industry                          | X | X                                       | X | X | X | X | X                                     |
| Mobile Home Park                  |   | X                                       |   | X | X |   | X                                     |
| Motel                             |   | X                                       |   | X | X |   | X                                     |
| Musical Theater                   |   | X                                       |   | X | X |   | X                                     |
| Printing or Photographic Business | X | X                                       |   | X | X | X | X                                     |
| Restaurant/Snack Shop/Deli        |   | X                                       |   | X | X |   | X                                     |
| Resort                            |   | X                                       |   | X | X |   | X                                     |
| Retail Shop/Shopping Center       |   | X                                       |   | X | X |   | X                                     |
| Retirement Center                 | X | X                                       |   | X | X |   |                                       |
| Single Residence                  |   | X                                       |   | X | X |   |                                       |
| Subdivision                       |   | X                                       |   | X | X |   | X                                     |

1. An air pollution permit is required if an incinerator will be present, or if the open burning of construction wastes is planned. Gas stations in St. Louis City and St. Louis County also must get a local permit. Boilers over 10 MMBTU/hr and emergency generators may require a permit. Other air pollution emissions may also require a permit.
2. Runoff from land disturbances greater than one acre may require land disturbance storm water permits.
3. Runoff from certain activities may require storm water permits.
4. The department regulates domestic wastewater systems that discharge above ground or have design capacities of 3,000 gallons per day or more. They are also responsible for subdivisions with seven or more lots for sale, lease, or promotional plan. The department also regulates all non-domestic wastewater (example: cooling water, process wastewater, hospitals, etc.) no matter what the discharge rate is. Department of Health regulates domestic waste with a design capacity of less than 3,000 gallons per day and disposed of by an approved underground method, holding tank, or a lagoon serving a single family residence.
5. All public water wells and oil and gas well require a permit. Private domestic waters, multi-family wells, heat pump wells, monitoring wells and mineral exploration bores do not need a permit, but must be installed in accordance with the Missouri Well Construction Rules and reported on a certification form to the department's Public Drinking Water Branch - Wellhead Protection Section in Rolla within 60 days of installation.
6. Drinking water systems that regularly serve an average of 25 or more individuals at least 60 days out of the year or have 15 or more service connections have additional permitting, monitoring and reporting requirements.

\* Note: The department should be contacted prior to construction of facilities to determine if a permit or approval is required. Some facilities not mentioned that will probably require permits and approvals are: POTW, landfills, power plants, transfer stations, hazardous waste TSDs, etc.

See the guidance document [Environmental Permits and How to Obtain Them, Booklet--PUB98](#).

Worksheet

Nothing in this document may be used to implement any enforcement action or levy any penalty unless promulgated by rule under chapter 536 or authorized by statute.

**For more information**  
 Missouri Department of Natural Resources  
 P.O. Box 176  
 Jefferson City, MO 65102-0176  
 800-361-4827 or 573-751-1300  
<http://dnr.mo.gov>

**NOTICE      \*\*NEW CONSTRUCTION APPLICANTS\*\*      NOTICE**

On November 8, 1994, the voters of the Western Taney County Fire Protection District approved a proposition allowing for the collection of permit fees and inspections on new or renovated commercial buildings. Permit fees are based on a schedule of \$3.00 per \$1,000 of estimated construction value with a minimum of \$50.00. The goal of this proposition is to promote safer building practices for commercial properties constructed within the fire district... for our residents and visitors.

All Commercial Properties within the Western Taney County Fire Protection District that apply for a permit from the Taney County Planning & Zoning must also apply for a new construction permit from the fire district. Here are the steps to follow.

1. COMPLETE A CONSTRUCTION PERMIT APPLICATION  
*Permits are available at the fire district office located at 221 Jefferson Road located near Tri-Lakes Ford at F & 65 Highway.*
  
2. SUBMIT A SET OF COMPLETE CONSTRUCTION DOCUMENTS  
*Plans submitted will be reviewed based on the 1999 edition of the BOCA Fire Prevention Code and it's referenced standards such as National Fire Protection Association (NFPA) and BOCA Building Codes. Plan review notes will be provided approving or rejecting the documents with supporting information. All required field inspections will be listed. The plan review process should take approximately five (5) business days.*
  
3. CONSTRUCTION PERMIT ISSUED – POST ON PREMISE  
*Once the permit is issued...it should be posted on site for use during inspections.*

The Fire District covers approximately 200 square miles of the Western 1/3 of Taney County... excluding the city of Branson.

Questions may be directed through the Fire District Office at (417)-334-3440. Inspections should be called for with 24 hours notice at the same number.

**NOTICE . . . KEEP CERTIFICATE OF OCCUPANCY ON DISPLAY . . .**

There is an additional fee for re-issuance of a Certificate of Occupancy.