



**TANEY COUNTY PLANNING & ZONING**

**PO BOX 383 / 207 DAVID ST**

**FORSYTH, MISSOURI 65653**

**PH: 417-546-7225 or 417-546-7226**

email: scott.starrett@taneycountymo.gov

Date Received: \_\_\_\_\_

Permit#: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_

***Application for: Rezoning / Conditional Use Permit  
Variance / Appeal / Planned Use Development***

**PROPERTY OWNER/APPLICANT/REPRESENTATIVE INFORMATION**

Owners Name (Please Print): \_\_\_\_\_

Owner(s) Signature (for CUP applicants only): \_\_\_\_\_

Owners Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Name: \_\_\_\_\_

Representative Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

**TYPE OF REQUEST**

- |   |                                   |   |
|---|-----------------------------------|---|
| <input type="checkbox"/> Rezoning                     | <input type="checkbox"/> Variance | <input type="checkbox"/> Planned Unit Development (PUD) |
| <input type="checkbox"/> Conditional Use Permit (CUP) | <input type="checkbox"/> Appeal   | <input type="checkbox"/> Amendment to PUD # _____       |
| <input type="checkbox"/> Amendment to CUP # _____     |                                   | <input type="checkbox"/> Interpretation of Zoning Map   |

Request: \_\_\_\_\_

**PROPERTY INFORMATION**

911 Address of Property: \_\_\_\_\_

Property Number: \_\_\_\_\_ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rng: \_\_\_\_\_

Existing Zoning/ Land Use: \_\_\_\_\_ Acres considered for request: \_\_\_\_\_

Is the property located in the 100 Year Floodplain: Yes No (Circle One)

**EXISTING OR PROPOSED UTILITIES / WATER SUPPLY / SEWER**

☐ Private Well ☐ Shared Well How many people serviced by shared well: \_\_\_\_\_

Public Water District: \_\_\_\_\_ Electric Supplier: \_\_\_\_\_

☐ On-Site Septic System ☐ Central Sewer: \_\_\_\_\_

☐ Treatment Plant: \_\_\_\_\_

Authorized Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_ Date: \_\_\_\_\_

**ACKNOWLEDGEMENT OF AUTHORIZED SIGNATURES**

STATE OF \_\_\_\_\_ )  
\_\_\_\_\_ ) SS.  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, known to me to be the person(s) whose name(s) is/are subscribed to the foregoing instrument and acknowledged that he/she/they executed the same for the purposes therein contained. In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

**OWNER AND REPRESENTATIVE MUST READ AND INITIAL THE FOLLOWING:**

- \_\_\_\_\_ Application for a zoning change, CUP, Variance, Appeal, etc. does not guarantee approval of the request. No Refunds will be granted. Non-payment of any required fee or charge will result in an incomplete application and the request will not be heard by the Taney County Planning Board, Taney County Commission, and/or the Taney County Board of Adjustment.
- \_\_\_\_\_ As required by State Zoning Laws, the Planning Department will place a public hearing notice in the local newspaper, mail notifications to all property owners within a 600 foot radius of the proposed zoning parcel and post a notice of public hearing on the property. The applicant or property owner shall be responsible for the postage and newspaper fees associated with their project
- \_\_\_\_\_ The property owner does authorize Planning staff to conduct on-site investigations relating to the request. The site may be evaluated by the Taney County Road and Bridge and Environmental Services Department. Any other agency will require the consent of the property owners to perform on-site inspections or evaluations regarding the request.
- \_\_\_\_\_ All public hearings should be attended by the property owner or their representative. Failure to appear could result in the case not being heard as scheduled. Anyone in attendance will be given an opportunity to enter testimony into the record. A decision may be issued without the attendance of the applicant or representative.
- \_\_\_\_\_ Taney County is not responsible for inaccurate information provided by the owner/representative. Submission of an inaccurate legal description could result in the need to re-advertise the request at the applicant's expense or making the decision void.
- \_\_\_\_\_ All applications, submissions, and testimony at a public hearing are public record.

**Rezoning, Conditional Use Permit, Planned Unit Development,  
Variance or Appeal application requirements**

1. Completed signed application, (notarized signature for Rezoning, Variance and Appeals).
2. Proof of Property Ownership: A legal ownership document which includes both the property owners name and legal description or property tax statement
3. A complete type written legal description of the property to be considered in the request must be submitted. This legal description can be obtained from a recorded warranty deed, quit claim deed or a survey.
4. A letter explaining the reason for the request. The letter should include a description of the proposal along with information concerning water and wastewater services as well as information about impacts to traffic, the environment, the impact on the neighborhood and adjoining neighbors, and any proposed mitigation measures.
5. The required application fees: (Fees below does not include postage & advertising costs)

Rezoning	\$200.00
Conditional Use Permit (CUP)	\$200.00
Amendment to CUP	\$200.00
Planned Unit Development (PUD)	\$300.00
Amendment to PUD	\$300.00
Variance	\$200.00
Appeal	\$200.00
Interpretation of Zoning Map	\$100.00

ALL FEES ARE NON REFUNDABLE
6. A site sketch plan including all existing and proposed improvements, setback requirements, on-site wastewater system, well, drive(s), building(s), floodplain and sinkhole locations(s). The site plan may be hand drawn but must be complete.
7. A Planned Unit Development report is required for all PUD applications. This report must be provided by an engineer licensed in the State of Missouri.

The Taney County Planning Commission meetings for Rezoning, Conditional Use Permit (CUP), Amendment to CUP, Planned Unit Development (PUD), Amendment to PUD, are normally held on the second Monday of each month. If a holiday falls on the Monday, the meeting will be held on the second Tuesday of the month. Submittal deadlines for the Planning Commission meetings will be twenty-nine days prior to the meeting.

The Taney County Board of Adjustment meetings for Variances and Appeals will meet on the third Wednesday of each month. The submittal deadline of the meeting will be thirty (30) days prior to the the meeting.

***The Taney County Planning Commission and Board of Adjustment meetings will be held at 6:00 pm. County Commission Hearing Room, Taney County Courthouse, 132 David Street, Forsyth, MO.***





County of **TANEY** State of Missouri

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<b><i>Planning Commission Calendar Rezoning/Conditional Use Meetings</i></b>		<b><i>Board of Adjustment Calendar Variance &amp; Appeal Meetings</i></b>	
<b>Application Deadline Date</b>	<b>Meeting Date</b>	<b>Application Deadline</b>	<b>Meeting Date</b>
December 13, 2021	January 10, 2022	December 21, 2021	January 19, 2022
January 17, 2022	February 14, 2022	January 18, 2022	February 16, 2022
February 14, 2022	March 14, 2022	February 15, 2022	March 16, 2022
March 14, 2022	April 11, 2022	March 22, 2022	April 20, 2022
April 12, 2022	May 10, 2022	April 19, 2022	May 18, 2022
May 16, 2022	June 13, 2022	May 17, 2022	June 15, 2022
June 13, 2022	July 11, 2022	June 21, 2022	July 20, 2022
July 11, 2022	August 8, 2022	July 19, 2022	August 17, 2022
August 15, 2022	September 12, 2022	August 23, 2022	September 21, 2022
September 13, 2022	October 11, 2022	September 20, 2022	October 19, 2022
October 17, 2022	November 14, 2022	October 18, 2021	November 16, 2022
November 14, 2022	December 12, 2022	November 22, 2022	December 21, 2022

The Planning Commission meetings are normally held on the second Monday of each month unless a holiday falls on the Monday, then the meeting will be held on the second Tuesday of the month at 6pm in the County Commission Hearing room. The submittal deadline of the Planning Commission meetings will be twenty-nine (29) days prior to the meeting date.

The Taney County Board of Adjustment will meet at 6:00 pm on the third Wednesday of each month in the County Commission Hearing room. The submittal deadline of the Board of Adjustment Hearing will be thirty (30) days prior to the Hearing.