



**TANEY COUNTY PLANNING & ZONING**

**PO BOX 383 / 207 DAVID ST**

**FORSYTH, MISSOURI 65653**

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

email: Cody.Stice@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**

- Rezoning
- Conditional Use Permit (CUP)
- Amendment to CUP # \_\_\_\_\_
- Variance
- Appeal
- Planned Unit Development (PUD)
- Amendment to PUD # \_\_\_\_\_
- 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: \_\_\_\_\_



**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>Planning Commission</b> Rezoning & Conditional Use Meetings		<b>Board of Adjustment</b> Variance & Appeal Meetings	
<b>Deadline Date</b>	<b>Meeting Date</b>	<b>Deadline Date</b>	<b>Meeting Date</b>
December 15, 2025	January 12, 2026	December 23, 2025	January 21, 2026
January 12, 2026	February 9, 2026	January 20, 2026	February 18, 2026
February 9, 2026	March 9, 2026	February 17, 2026	March 18, 2026
March 16, 2026	April 13, 2026	March 17, 2026	April 15, 2026
April 13, 2026	May 11, 2026	April 21, 2026	May 20, 2026
May 11, 2026	June 8, 2026	May 19, 2026	June 17, 2026
June 15, 2026	July 13, 2026	June 16, 2026	July 15, 2026
July 13, 2026	August 10, 2026	July 21, 2026	August 19, 2026
August 17, 2026	September 14, 2026	August 18, 2026	September 16, 2026
September 15, 2026	October 13, 2026	September 22, 2026	October 21, 2026
October 12, 2026	November 9, 2026	October 20, 2026	November 18, 2026
November 16, 2026	December 14, 2026	November 17, 2026	December 16, 2026

The Taney County 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 for the Planning Commission Meetings will be twenty-nine (29) days prior to the meeting date.

The Taney County Board of Adjustment will meet at 6pm 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.



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### **How to Apply for a Conditional Use Permit (CUP)**

Applicants are encouraged to contact the Planning Department staff to discuss the proposal before submitting an application. Below is a summary of the information that is required for a Conditional Use Permit. Staff will inform you if more information is needed based on the type of proposal or features of the property.

#### **Required Submittal Information**

1. **A letter/statement** explaining how the Standards of obtaining a CUP are being met. (See below)
2. **Narrative/Operations Plan:** Explain, in detail the business or planned activity. Provide proposed hours of operation; anticipated number of employees and patrons; any outside activities, storage, any noise, odors, or debris that may be created. Explain how storm water, trash, traffic, or hazardous materials will be handled.
3. **Site Plan:** a map showing all existing and proposed buildings, driveways and parking areas, exterior lighting locations, proposed visual screening (?), and improvements to control traffic/vehicle movement.
4. **Neighborhood map:** a map showing the existing zoning on surrounding land with labeled existing land uses.

#### **Conditional Use Permit Process**

1. Have an initial discussion with the Taney County Planning and Zoning staff prior to submitting the application.
2. Submit the CUP application with the required information to the Planning and Zoning office. The application will be scheduled for a public hearing/final vote before the Taney County Planning Commission twenty-nine days prior to the meeting date. (See the application deadline date/meeting date schedule)
3. At least fifteen days prior to the scheduled meeting date, planning staff will mail public hearing notices to property owners located within 600 feet of the specific parcel of land for which the CUP request is proposed and publish the public hearing in the newspaper.

4. On the scheduled CUP meeting date, the applicant or a representative must attend the meeting.
  - The Planning Commission will announce the CUP request, the applicant or representative will need to approach the podium, and state their name and location of the property, and describe how the proposal meets the CUP standards and how the request is compatible with the surrounding neighborhood.
  - Any other interested persons will be allowed to speak, whether in favor or opposition. Any interested parties may submit information expressing their support or opposition. The applicant is responsible for addressing the concerns to a reasonable level.
  - After the public hearing the Planning Commission board may approve, postpone, or not approve the CUP request.
5. If the CUP request is approved, and once the conditions have been met on the CUP decision, staff will proceed with the issuance of the CUP permit.
6. If the Cup request is not approved, any person aggrieved by the approval or denial of the CUP may submit an appeal to the Taney County Board of Adjustment. Any such appeal must be submitted in writing to the Planning and Zoning Administrator or staff within ninety (90) calendar days of the CUP decision date.

### **Standards in Obtaining a Conditional Use Permit**

The proposed CUP request may meet the standards listed below in order to obtain a conditional use permit, or be able to show how the applicant proposes to address any condition requirements that might fail to comply with the requirements of the Regulations. In many cases, specific limitations or conditions will be required to ensure that the standards are met. As part of the permit application, applicants are required to explain in writing how the request meets the standards. ***The burden of proof is primarily on the applicant; applicant must demonstrate that conditions established will be satisfied, supported by substantial evidence.***

1. The establishment, maintenance, or operation of the Conditional Use in its proposed location will not have a substantial adverse impact, be detrimental to or endanger the public health, safety, morals, comfort or general welfare. *Explain how the proposed land use will fit into the neighborhood. If there is going to be lighting, noise, outdoor storage, traffic, or other outside activities, explain how the activities will be limited to a reasonable level.*

2. The Conditional Use will not injure the use and enjoyment of other property in the immediate vicinity for the purposes already permitted and will not substantially and materially cause substantial injury to property values within the area. *Explain how the proposed land use will fit into the neighborhood and what will be done to avoid potential nuisances, such as limiting the hours of operation, and noise control measures.*
3. The establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the Zoning District. *Explain how the proposed land use will not interfere with the development of the surrounding property. It is possible that there will already be limitations on development on the surrounding properties such as being deed restricted to just agriculture.*
4. The proposed use is compatible with adjacent uses in terms of scale, site design, and operating characteristics, including, but not limited to hours of operation, traffic generation, lighting, noise, odor, duties, and other external impacts. *Explain how the proposed land use is compatible with the adjacent uses.*
5. Adequate public safety, transportation and utility facilities and services, buffering, access roads, drainage, open spaces and other necessary public services will be available to serve the subject property while maintaining adequate levels of service for existing development. *Explain how the site is currently service by such as water, septic, central sewer, storm water, electricity, and traffic flow, also the type of improvements that will be made to support the proposed use.*
6. Adequate access routes will be provided and designed to provide ingress and egress as to minimize traffic congestion on the public roads and to maximize traffic safety and prevent traffic hazards on the public roads. *Provide information regarding vehicle trip generation, driveway width, and parking layout.*
7. The Conditional Use shall, in all other respects, conform to the Regulations and all of the requirements contained therein, including by not limited to, any specific conditions relating to the proposed Conditional Use and the applicable regulations of the Zoning District in which the property is located. *Explain any buffering that will be installed as part of the proposed use. Note: some land uses have special requirements in the zoning ordinance.*
8. The proposed use complies with the intent of the Master Plan.



## Western Taney County Fire Protection District Prevention Division



In an effort to standardize the interpretation of the International Fire Code for nightly rentals in our response area, the Western Taney County Fire Protection District is issuing the following guidance:

**Permit Fees:** Permit fees for nightly rentals will be calculated at the same rate as new construction regardless of if it is new construction or if it is a conversion of an existing property. The calculation is as follows, Square Footage X IBC Factor (based upon construction type) X 0.6 / 1000 X 3. Example: 2,000 square feet X \$138.97 (wood frame construction) = \$277,940 X 0.6 = 166,764 / 1000 = 166.76 x 3 = \$500.29 permit fee. This fee is a reduced assessment (60%) of what is allowed by the International Fire Code.

### **All new construction for commercial purposes requires the following:**

1. Division or special use permit issued by Planning and Zoning.
2. Architects stamped set of building plans submitted to the fire district.
3. Permit application submitted to the fire district.
4. Fire sprinkler drawing completed by individual qualified under Missouri Law
5. Fire alarm drawing completed (if required) by appropriately licensed individual by State of Missouri law.
6. Permit Fee paid before plan review.
7. Approved permit to be displayed or producible on the worksite.
8. Inspections of the fire sprinkler system to include rough-in plumbing, hydro-testing to the appropriate standard, final fire sprinkler inspection, and final building inspection.

### **All converted construction requires the following:**

1. Division or special use permit issued by Planning and Zoning.
2. Permit application submitted to the fire district.
3. Fire sprinkler drawing completed by appropriately licensed individual by State of Missouri law.
4. Fire alarm drawing completed (if required) by appropriately licensed individual by State of Missouri law.
5. Permit Fee paid before plan review.
6. Pre-inspection/meeting at the property or architects stamped set of building plans submitted to the fire district.
7. Approved permit to be displayed or producible on the worksite.
8. Inspections of the fire sprinkler system to include rough-in plumbing, hydro-testing to the appropriate standard, final fire sprinkler inspection, and final building inspection.

### **Special Considerations:**

1. The number of allowable occupants is determined via square footage divided by 200. Example, 2,000 square feet / 200 = 10 Occupants Maximum.
2. All inspections required a minimum of 24 hours' notice. Failure to schedule inspections can result in the removal of materials or the delay of the certificate of occupancy.
3. Western is always willing to meet with new and existing business prior to requesting permits.



# Western Taney County Fire Protection District

## Prevention Division



Fire protection requirements:

Device	Single Family Home < 2,000 Square Feet	Single Family Home > 2,000 Square Feet	Multi-Family Home Any Size
Smoke Alarms	Yes, in all sleeping areas and corridors	Yes, in all sleeping areas corridors and living areas.	Yes, in all sleeping areas corridors and living areas.
CO Alarm	Yes, one, only in buildings utilizing fossil fuels	Yes, one, only in buildings utilizing fossil fuels (monitored)	Yes, one, only in buildings utilizing fossil fuels (monitored)
Heat Detector	No	Yes, one in the kitchen	Yes, one in the kitchen
Fire Extinguisher	Yes, 5lb ABC in the kitchen	Yes, one 5lb ABC on each level of home	Yes, one 5lb ABC on each level of home
Fire Sprinkler System	Yes, NFPA 13D	Yes, TBD by AHJ	Yes, NFPA 13R or NFPA13
Fire Department Connection	No	Yes 2.5" NST	Yes 2.5" NST
Sprinklers on Covered Porches/Decks	No	Yes	Yes
Monitored Fire Sprinkler System	No	Yes	Yes
Monitored Fire Alarm System	No	Yes	Yes
Knox Box (FD Key box)	Yes	Yes	Yes
Occupant Egress	The maximum distance to an exit at ground level is 75'.	The maximum distance to an exit at ground level is 75'.	The maximum distance to an exit at ground level is 75'.
Emergency Lighting	No	Yes, path of egress only	Yes, path of egress only
Address Labeling	Minimum 4" numbers viewable from the street with a contrasting background.  911 Approved Address Required	Minimum 4" numbers viewable from the street with a contrasting background.  911 Approved Address Required	Minimum 4" numbers viewable from the street with a contrasting background.  911 Approved Address Required
ADA Compliant Alarms	Yes, in ADA accessible homes	Yes, in ADA accessible homes	Yes, in ADA accessible homes

Initial 4/12/2021 Revised: -



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Assistant Chief Prevention