

City of Jefferson
Department of Planning & Protective Services
320 E. McCarty Street
Jefferson City, MO 65101
Phone: 573-634-6410
jcplanning@jeffcitymo.org
www.jeffersoncitymo.gov

## APPLICATION FOR SPECIAL EXCEPTION USE

The undersigned hereby petitions the Planning and Zoning Commission and City Council of the City of Jefferson, Missouri for the following Special Exception:

Special Exception Use Application Fee: Residential = \$500 Commercial = \$650		
Proposed Land Use:	ttached)	
Property Location/Address:		
Legal Description: (as follows or is attached)		
Current Zoning District:  Does project involve a change in zoning district?  If yes, a separate rezoning application is required	☐ Yes, proposed zoning	
The undersigned hereby state they are the owners of the real estate de special exception use:	escribed above or in the attached exhibit who petition for	
ALL OWNERS OF REAL PROPERTY INCLUDED IN THIS APPL SIGNATURES MUST BE NOTARIZED. IF ADDITIONAL SIGNATURE		
Property Owner #1 Name (type or print)	Property Owner Signature	
Property Owner #2 Name (type or print)	Property Owner Signature	
Subscribed and sworn before me this day of	in the year	
	Notary Public	
Address of Property Owner #1:		
Address of Property Owner #2		
Phone Number(s):		
Applicant Information (if different from property owner) Name: _		
Address: Phone Nu	mber(s):	
For City Use Only:	(Revised July 1, 2018)	
Application Filing Fee: Residential = \$300 + \$200 advertising fee	Commercial = \$450 + \$200 advertising fee	
Payment Received:Cash (Receipt #)Check	(Copy; check #)	
Attachments:Site planSubdivision PlatOther documentation	Project Description NarrativeLocation Map	

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act. Please allow three business days to process the request.



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Project Information (Please use additional sheets if necessary)		
Name of Project		
Location/Address		
Submitted by		
Applications Submitted (Check box and circle item)	P&Z: Zoning Amend Comp Plan Amend Special Exception PUD Sub. Plat Annexation  BOA: CUP Variance Appeal Saff: Site Plan Bldg Plans Grading Plan Change of Use Temp Use Other:	
Consultant(s) (List lead consultant and all others who are responsible for major project elements)		
Lead Consultant Name	Firm Name	
Address		
Telephone Number	Fax No.	
E-Mail		
Consultant Name	Firm Name	
Address		
Telephone Number	Fax No.	
E-Mail		
Consultant Name	Firm Name	
Address		
Telephone Number	Fax No.	
E-Mail		
Property Owners/Applicants (List owner; Mark "X" next to the name of the primary contact)		
Owner Name		
Address		
Telephone No.	Fax No.	
E-Mail		
Applicant Name		
Address		
Telephone No.	Fax No.	
E-Mail		

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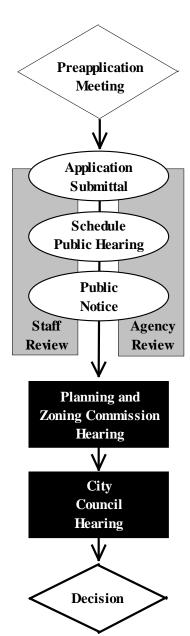
## Instructions for Filing SPECIAL EXCEPTION USE Applications Section 35-74C Jefferson City Zoning Code

Department of Planning & Protective Services - Planning Division 320 East McCarty Street - Jefferson City, Missouri 65101 Phone (573) 634-6410 Fax (573) 634-6457

1. **Purpose.** Special exception uses are those uses which generally are compatible with the permitted land uses in a given zoning district, but which require individual review of their location, design and configuration, and require the imposition of conditions to ensure the appropriateness of the use at a particular location.

## 2. Applicability.

- The designation of a use in a zoning district as a special exception use does not constitute an authorization or assurance that such use will be approved.
- b. Approval of a Special Exception Use Permit shall be deemed to authorize only the particular use for which the permit is issued.
- c. No use authorized by a Special Exception Use Permit shall be enlarged, extended, increased in intensity or relocated unless an application is made for a new Special Exception Use Permit in accordance with the procedures set forth in this Section.
- d. Development of a special exception use shall not be carried out until the applicant has secured all the permits and approvals required by this Section or by county, state or federal agencies.
- **3. Application and Review Procedures.** Application requirements and processing procedures shall comply with those described in this Section and Section 35-70.
- **4. Review Criteria.** No special exception use may be approved or established unless the Planning and Zoning Commission shall find that the use:
  - a. is consistent with the purpose and intent of the Zoning Ordinance; and
  - is consistent with the Comprehensive Plan; and
  - shall not substantially and permanently injure the appropriate use of neighboring property; and
  - d. shall serve the public convenience and welfare; and
  - e. shall not over burden the municipal services; and
  - f. shall not cause traffic, parking, population density or environmental problems; and
  - g. shall not adversely affect the health, safety and welfare of the community.



- 5. Conditions that May Be Imposed on the Special Exception Use. Conditions may be imposed on a special exception use. Generally, the conditions applied include the following.
  - a. The operation of the use may be limited;
  - b. Performance standards may be imposed to ensure that the potential incompatibilities created by the special exception use are mitigated; and
  - c. The site design and layout may be adjusted to mitigate potential negative impacts on the neighboring properties.
- 6. **Decision-maker.** The Planning and Zoning Commission shall review the request at a public hearing in conformance with Section 35-70 and make a recommendation to the Council. The Council shall review the request at a public hearing and may approve, modify or deny approval of the application. The minutes of the hearing shall reflect the findings of fact based on the review criteria, demonstrating the reason for the Council=s decision.
- 7. Revocation of a Special Exception Use Permit. Any permit granted under the authority of this Section is subject to revocation in accordance with Section 35-70.P for any or all of the following reasons:
  - a. Non-compliance with any conditions imposed on the special exception use;
  - b. Violation of any provisions of this Section and the Zoning Ordinance pertaining to the use of land, the construction or use of buildings or structures or activities conducted on the premises by the applicant or his tenants; and
  - c. Violation of any other adopted Ordinances, regulations, resolutions or ordinances of the city, county, state or federal law agencies by the applicant or his tenants, provided that such violations relate to the conduct or activity authorized by the Special Exception Use Permit or the qualifications of the applicant or his tenants to engage in such conduct or activity.