



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

APPLICATION FOR MINOR AMENDMENT TO FINAL PUD PLAN

The undersigned hereby petitions the City of Jefferson, Missouri, for an AMENDMENT to the approved Final PUD Plan for the following property:

Project Name: _____
Project Address: _____
Describe Amendment: _____

Please attach the following:

- (a) Typed project narrative describing, in detail, the requested amendment, including affected area in square feet. Include project name and location on the project narrative sheet. If the amendment is for signage, include a copy of the sign detail.
- (b) Rendering or site plan drawing of affected area and proposed change, if applicable.
- (c) Filing fee (see instructions): Minor Amendment: \$105 (Revised June 30, 2015)

Applicant Information:

Property Owner Name: _____
 Address _____

Phone Number(s): _____

Consultant (*Attach Project/Applicant Information Sheet if more space is necessary*)

Name: _____
 Address: _____

Phone Number(s): _____

The attached information accurately represents all of the changes proposed for this project.

Property Owner Signature	Printed Name	Date
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Applicant Signature (if different from property owner)	Printed Name	Date
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For City Use Only:

Major Amendment: Referred to Planning and Zoning Commission

Minor Amendment

List Previous Case Numbers: _____

Previous Testimony? - From persons at any prior public meeting (Such persons shall be notified of the proposed amendment a minimum of seven days prior to taking any action on the request.)

Department Decision

Denied / Approved / Conditionally Approved on this _____ day of _____, _____.

List any conditions _____

Signed/Title _____

Application Filing Fee Received: ___ Cash (indicate receipt # _____) ___ Check (check # _____)

Attachments: _____ Narrative _____ Map _____ Applicant/Project Information Sheet



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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)	<input type="checkbox"/> P&Z: Zoning Amend Comp Plan Amend Special Exception PUD Sub. Plat Annexation		
	<input type="checkbox"/> BOA: CUP Variance Appeal		
	<input type="checkbox"/> Staff: Site Plan Bldg Plans Grading Plan Change of Use Temp Use		
Consultant(s) (List lead consultant and all others who are responsible for major project)			
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)			
Owner Name			
Address			
Telephone No.		Fax No.	
E-Mail			
Applicant Name			
Address			
Telephone No.		Fax No.	
E-Mail			

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.

--INSTRUCTIONS --
APPLICATION FOR AMENDMENT TO FINAL PUD PLAN

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

- No changes may be made to the approved Final PUD Plan except upon application and approval.
- Minor changes may be authorized under the following conditions, providing those changes are required by engineering, technical, or other circumstances not originally foreseen at the time the Final PUD Plan was approved. The term "minor changes" as used in this Section is considered to represent changes which do not alter the overall characteristics of the total plan and which create no adverse impacts on adjacent uses or public services and facilities. Some examples of what can be considered as minor changes are:
 - (1) changes in location and type of landscaping and/or screening so long as the approved character and intent is maintained;
 - (2) changes in the orientation of portions of parking areas so long as the effectiveness of the overall site circulation and parking is maintained; parking areas shall be relocated not closer than 20 feet to any residential structure or ten feet to any street or right-of-way lines; and the number of parking spaces shall not be reduced by the relocation.
 - (3) changes in the location of sidewalks and pathways, provided that continuity of pedestrian circulation remains;
 - (4) the reorientation, but not complete relocation, of major structures; or
 - (5) changes resulting in a decrease of building separation or setbacks so long as those changes will not impact adjacent properties or uses.
- No minor change authorized by this Section may cause any of the following:
 - (1) change in the permitted uses or of development character;
 - (2) increased overall coverage of structures;
 - (3) increased intensity of use;
 - (4) increased demand for traffic circulation and public utilities;
 - (5) decrease in public or private open space;
 - (6) decrease in provisions for off-street parking, loading and screening thereof;
 - (7) decrease in pavement and sidewalk widths;
 - (8) increased numbers of dwellings; or
 - (9) increased deviation from the minimum design standards established in Section 35.26.
- The Director shall approve, conditionally approve or deny approval of all applications for a minor change.
- All other changes to the approved Final PUD Plan shall be deemed "major" and shall be approved only by the Planning and Zoning Commission or, upon appeal, the Council after review of a revised Final PUD Plan and/or Plat.
 - (1) No amendments may be made in the approved Final PUD Plan unless the applicant establishes that such amendments are required as a result of:
 - (a) changes in conditions which occurred after Final PUD Plan approval;
 - (b) changes in the development policy of the community; or
 - (c) by conditions that were reasonably unforeseen at the time of Final Plan approval.
 - (2) Application requirements and processing procedures shall comply with those described in Section 35-70, except that any changes which are approved for the Final PUD Plan and/or Final Plat shall be recorded as amendments to the previously recorded Final PUD Plan and/or Final Plat.
 - (3) The Director and the Planning and Zoning Commission shall make recommendations to the Council which shall approve, conditionally approve or deny approval of all applications for a major amendment to a Planned Unit Development. The Council shall adopt an ordinance amending the ordinance that originally approved the Final PUD Plan. This ordinance shall be recorded.