



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

## APPLICATION FOR PLANNING CLEARANCE

**Purpose.** Planning clearances are required by Section 35-72.A., and are intended to ensure that all development applications are consistent with the intent of the Comprehensive Plan and the provisions of City ordinances. Planning Clearances may be initiated by the Applicant or the Department.

**Instructions to Applicants: Please complete Page 1 only. There is no fee for this application**

**1. Property Location Information**

Address of Property or Location \_\_\_\_\_

Lot Number, Subdivision, Legal Description \_\_\_\_\_

Proposed Use of Land or Building \_\_\_\_\_

**2. Please check one box. At the applicants option, a planning clearance may be requested as follows:**

Processed simultaneously with other applications submitted. Indicate Property Location below. *(Planning Clearance will be sent to Applicant and Building Division).*  
 Other applications submitted:  
 Building Permit \_\_\_\_\_ Grading Permit \_\_\_\_\_ Other \_\_\_\_\_

Prior to submitting any other development application. Indicate Property Location below. *(Planning Clearance will be sent to Applicant.)*

Multiple lots in a single family residential subdivision, to be processed with final subdivision plat *(Planning Clearance will be sent to Applicant).*  
**Name of subdivision and section:** \_\_\_\_\_  
**Lot Numbers:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Applicant Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Address to Send Planning Clearance to, if different from above:**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

**PLANNING CLEARANCE**

Property Location/Address \_\_\_\_\_:  
Subdivision Name, Section \_\_\_\_\_  
Lot Number \_\_\_\_\_  
Proposed Use of Land or Building \_\_\_\_\_  
PID \_\_\_\_\_

**Planning Clearance Review Criteria from Section 35-72.A.4:**

- The use is consistent with the land use and intensity established in the Comprehensive Plan
- The use is consistent with the Thoroughfare Plan, Greenway System Plan and other plans adopted by the City;
- The use or development is on a legally created lot or parcel;
- The use is authorized in the zoning district; and
- The development complies with the standards and conditions of applicable ordinances.

**The Planning Clearance for the property referenced above is:**

**Approved**

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

**Conditionally Approved, subject to the following:** \_\_\_\_\_

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

**Denied, for the following reasons:** \_\_\_\_\_

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Date

Copy sent to: \_\_\_\_\_ Applicant \_\_\_\_\_ Building Regulations \_\_\_\_\_ Parks & Rec  
Other \_\_\_\_\_