

Development Review Application Annexation, Planned District, & Rezoning Actions



**City of Columbia
Community Development Department**

701 E. Broadway, Columbia, MO
(573) 874-7239 planning@gocolumbiamo.com

For office use:

Case #	Submission Date:	Planner Assigned:

1. **Select the case type (one application required per case type) and submit this form (in HARDCOPY & ELECTRONICALLY), including all supplemental materials and fees, to the Community Development Permit Center - 3rd Floor City Hall (701 E. Broadway). For case types not shown, contact the Planning and Zoning Division at (573)874-7239. Electronic copies should be e-mailed to planning@gocolumbiamo.com**

Concept Review Meeting

- Letter to Community Development Director describing request, noting restrictions of record, easements & right-of-way affecting site
- Locator map* (Indicate existing land uses on subject site and adjacent property. This can be noted in above letter.)
- Legal description of the property*
- A .PDF of sketch plan or plat, if applicable

Rezoning

- Letter to Community Development Director stating reason for request, requested zoning district(s), & adjacent land uses & zoning
- Locator map*
- Original surveyor sealed legal description of the property
- Editable digital copy of legal description
- Completed "Statement of Intent" worksheet**, if planned district zoning is requested (N/A)

Planned District Development Plan, Minor Amendment, or Major Amendment

- Letter to Community Development Director describing request
- 5 full-sized copies of development plan
- Digital .PDF copy of plan
- Completed "Development Plan Checklist" & "Preliminary Plat Checklist" (N/A to amendment requests)**
- Completed "Design Parameters" worksheet** (N/A to PUD plans or minor amendment requests)

Annexation Petitions (voluntary and annexation agreement)

- Letter to Community Development Director describing request, noting existing County zoning & requested City zoning
- Locator map*
- Original surveyor sealed legal description of the property
- Editable digital copy of legal description
- Annexation petition** (signed by all fees interest & notarized)
- Address verified by Building & Site Development (874-7474): House/unit #: _____ Street: _____ City: _____ State: _____
- Business name (if applicable) _____ Tax ID # _____

*The Boone County Parcel Information Viewer provides internet access to locator maps & property deeds (<http://www.showmeboone.com/ASSESSOR/>).

**Forms are available online at http://www.gocolumbiamo.com/Planning/Zoning/application_forms.php.

ADDITIONAL APPLICATION REQUIREMENTS ON PAGE 2

2. Provide the following project & land use information for the subject property and immediate surroundings:

Plat/Plan Title (if applicable):	Case # from previously held concept review meeting (if applicable):
Location (e.g., distance from street intersection; include address, if applicable):	
Parcel ID#(s) (available at http://www.showmeboone.com/ASSESSOR/ , or from the Boone County Recorder's Office (phone: 573-886-4345):	
Area (acres):	Current zoning:
Current land use (note existing structures, if applicable):	Requested zoning (if applicable):

3. Provide contact information for the property owner and applicant/agent/contract purchaser:

Owner:	<input type="checkbox"/> Applicant/ <input type="checkbox"/> Agent/ <input type="checkbox"/> Contract purchaser:
Owner's signature (required for rezoning & development plan requests):	Firm:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax:	Fax:
E-mail:	E-mail:

Fee Schedule:

Case Type	Processing		Advertising	Subtotal
Concept Review	N/A		N/A	\$0
Rezoning*	0-2 ac: \$300	>10-15 ac: \$900	\$125	\$
Development Plan	>2-5 ac: \$450	>15-20 ac: \$1200		\$
Major Plan Amendment	>5-10 ac: \$600	>20 ac: \$1,500		\$
Minor Plan Amendment	\$200		N/A	\$
Hearing Continuance	\$100		N/A	\$
Annexation petitions (voluntary or agreement)	\$250		See Note (**)	\$
*- For Annexation Petitions, rezoning processing fees do not apply only when permanent zoning is equivalent to Boone County zoning				\$

** - Voluntary Annexation petitions shall be subject to 2x the published advertising rates to cover Planning Commission and City Council public hearing/notice costs. No advertising fee applies to Annexation Agreements

For office use:

Case Description:							
Filing Deadline	Concept Review	Public Info Meeting	Council Res. (Annexations)	PZC Meeting	Council Res. (Prelim. Plats)	Council 1 st read	Council 2 nd & 3 rd read
Send postcard (Con Rev: meeting date; Pub Info: 1 wk after submittal)	Send staff comments (2 weeks after submittal)	Send ad & letters (20 days before PZC)	Receive revisions (1 wk after staff comments)	Send 2 nd review comments (1 wk after revisions received)	Send Annexation Council report (13 days before PZC)	Send PZC report (10 days before PZC)	Send Council report (10 days before 1 st read)
Verified complete (Sign & date):	Fees paid (Sign & date):		Ward:	Neighborhood Associations:			Historic structures over 50 years (Y/N):

Updated on 12/10/2015 11:25 AM